10 June 2017

Name,

Address

Dear XXXXX,

**PARISH OF WIMBLEDON**

**CONTRACT OF EMPLOYMENT**

**1.**      Employee: XXXXXX

**2.**      Employer: The Wimbledon Parochial Council (“The PCC”)

**3.**      Place of Work:  Your place of work will be XXXX Church, Address of usual place of work.  You may be required to work at other locations within the Parish on a temporary or permanent basis.

**4.**      You are appointed as Job Title at XXXX Church and your employment commences on DATE. You will be subject to a three month probationary period following successful completion of which your position will be confirmed.  If you do not reach the required standard, your probationery period may be extended by a further 3 months or your appointment may be terminated by the PCC. The duties of this post are as set out in the Job Description.  Your line manager is the JOB ROLE (i.e. Church Warden/Priest), currently NAME. You will also be under the overall supervision of the Church Wardens.

**5.**        Remuneration:  Your rate of pay will be £XX per hour or Insert annual salary.  Pay will be subject to any deductions from your gross salary that the PCC may be obliged by law to make from time to time.  In addition, for the purposes of Part II of the Employment Rights Act 1996, you hereby authorise the PCC to deduct from your salary any sums due to it, including overpayments, loans or advances made to you by it.

**6.**      Hours of Work:  Your hours will be XXXX (i.e. 9am -3pm Monday to Friday, with a 40 minute allowance for lunch and the potential for occasional overtime.

Overtime will be paid at the basic hourly rate for the first 36 hours per week of overtime. Overtime in excess of

36 hours will be paid at 1.5 x the basic hourly rate.

**7.**      Notice of Termination: Your employment is intended to be for an indefinite period, but may be terminated as follows:

(a) During your probationary period or any extension thereof you are entitled to give and receive one week’s notice.  Thereafter:

(b) Should you wish to resign a minimum of one month’s written notice is required

(c) The PCC will give you any longer period notice required under the Employment Rights Act 1996 or any amending legislation. If you fail to give notice in accordance with this paragraph, you will not be entitled to salary for the period after the date on which you last carried out your duties.

(d) The PCC reserves the right to make a payment in lieu of notice.

(e) The PCC may terminate your employment by summary dismissal without notice or pay in lieu in cases of Gross Misconduct.

**8.**      Redundancy: Should your post cease to exist the PCC will consider redeploying you. If it becomes necessary to discontinue your employment, statutory redundancy procedures and terms will apply.

**9.** Holiday Entitlement:  You are entitled to 4 weeks of paid holiday in addition to bank holidays during each calendar year, such absences to be taken by arrangement with your line manager. Your holiday entitlement will accrue on a monthly basis calculated on the basis of your normal hours of work per week.  Holiday entitlement can only be carried forward to the next calendar year with the agreement of your line manager.

If, on the termination of your employment, you have exceeded your accrued holiday entitlement, the PCC will be entitled to deduct the excess from any sums due to you, including payments of salary.  If, on the other hand, you have unused holiday entitlement, the PCC may require you to take it during your notice period, or may alternatively pay the appropriate sum in lieu.

There will be no entitlement to payment of accrued leave over and above any statutory amount owing at the termination of your employment if you leave without giving due notice in accordance with your contract of employment .

**10.**  Sickness Absence:  Continued payment of your normal salary during any period of sickness absence will be made at the discretion of your line manager, up to a maximum of one month in total in any 12 month rolling period (counting back from the first day of a new absence).  Such payment will take account of any statutory sick pay that you may be entitled to and the combined effect will be to maintain your salary at a normal level.  Where entitlement to full pay is exhausted you may continue to receive any statutory entitlement to sick pay/sickness benefits.

If your are unable to carry out your duties through sickness you should notify your line manager as soon as possible on your first day of absence

**11.**  Expenses: You will be entitled to re-imbursement of all reasonable expenses in connection with your work on production of appropriate receipts.  You will not be entitled to re-imbursement of expenses in travelling from home to work.

**12.**  Pension:  The PCC operates a Group Personal Pension Scheme details of which will be forwarded to you if you are eligible to join. The PCC will comply with its pension duties in accordance with Part 1 of the Pensions Act 2008. This means that, subject to the eligibility rules of auto-enrolment, you will be automatically enrolled into a personal pension scheme. Both you and the PCC make contributions to the scheme based on a percentage of your salary. You can opt out of the pension scheme if you want to, but if you stay in you will have your own personal pension when you retire. Your pension will belong to you, even if you leave us in the future. Details of the scheme will be provided to you once you are entitled to be enrolled.

**13.**  Acceptance:  I have read and understood the above Contract of Employment and accept the terms and conditions set out therein.

Name……………………………………………Signed………………………………………Date……………………..

We look forward to you joining the Wimbledon team.

Yours sincerely

NAME

Role in connection with the church