CONTRACT OF EMPLOYMENT

This document sets out your main terms and conditions of employment. It includes the written particulars required by the Employment Rights Act 1996

THE EMPLOYER: ***BATHEASTON PARISH COUNCIL***

THE EMPLOYEE: ***< Name>***

DATE OF ISSUE: ***<Date>***

1. COMMENCEMENT DATE

1.1. Your employment with the Council began on ***<Date>***

2. CONTINUOUS SERVICE

2.1. No period of employment before the commencement date counts as part of your period of continuous employment, subject to the Redundancy Payments
(Continuity of Employment in Local Government) (Modification) Order 1999.

3. PROBATIONARY PERIOD

3.1. Your employment with the Council is subject to a probationary period of six months. During this period your performance will be reviewed and if you complete the period satisfactorily you will be notified in writing of your permanent appointment. In addition you will be awarded your first incremental salary point.

If during or at the end of your probationary period the Council is not satisfied with your performance, your employment may be terminated by one week's notice in writing from the Council. If you wish to terminate your employment during your probationary period you must give one week's notice in writing. During the probationary period, the Council disciplinary policy will not apply to you. The Council reserves the right to extend your probationary period.

4. JOB TITLE

4.1. You are employed as Handyman for the Batheaston Parish Council.

4.2 Your employer is Batheaston Parish Council. The Parish Clerk is your manager.

5. DUTIES

5.1. You are expected to perform all duties which may be required of you as set out in the attached job description. The job description does not form part of your contract of employment.

5.2. The Council may, at its discretion, require you to perform additional or other reasonable duties, instead of, or in addition to, your normal duties.

6. OTHER EMPLOYMENT

6.1. You shall not undertake other paid or unpaid employment without the Council´s written consent, which shall not be unreasonably withheld.

7. PLACE OF WORK

7.1. Your role requires that you work throughout the Parish, according to work schedules agreed with your Manager.

8. APPRAISAL

8.1. You will receive an annual appraisal from your manager.

9. HOURS OF WORK

9.1. You are required to work 50 hours per month, with at least one hour per day, Monday to Friday (except for public holidays and when on leave).

9.2. You will agreed a schedule of work with your line manager.

10. SALARY

10.1. Your role has been assessed as being on SCP (Spinal Column Point) 2 of the National Pay Agreement for Local Government Services and your annual salary is as determined by National Joint Council (NJC) for Local Government Services.

Payment will be made by credit transfer on or before the 26th of each calendar month.

10.2. The Council can deduct from your salary any sums of money that you owe the Council which may include any loans or salary overpayments. The Council will notify you in writing of the details of any such overpayment.

11. CONDITIONS OF SERVICE

Your conditions are as defined in the "National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service", known as the "Green Book", except where specified in this contract.

12. EXPENSES

12.1. You will be provided with the necessary clothing and protective equipment that you need to undertake the role.

12.2 The Council will reimburse you when additional expenditure for travel, meals or overnight accommodation is incurred in the performance of the Council's business, provided the expenditure has been authorised, receipted and approved in accordance with the Council's expenses policy, based on ALCA good practice.

13. ANNUAL LEAVE

13.1. You are entitled to paid leave as determined by the Green Book. This is currently, in 2023:

- Up to 5 years' continuous service: 23 days' annual leave plus 2 extra statutory days plus public holidays.
- After 5 years' continuous service: 26 days' annual leave plus 2 extra statutory days plus public holidays.

13.2. You should give at least one week's notice when requesting annual leave and normally give notice of at least one month before taking leave of one week or more. Requests for annual leave must be made to your manager.

13.3. The leave year runs from 1 January to 31 December. You will not be entitled to carry over any annual leave to the next leave year without prior written consent from your manager.

13.4. The annual leave entitlement of employees leaving or joining the Council is proportionate to their completed service during the leave year.

14. SICKNESS ABSENCE

14.1. You must follow the procedure set out in the Council's sickness absence policy, informing your manager if you are sick.

15. SICK PAY AND LEAVE

15.1. Rates of sickness payments are as specified in the Green Book.

16. MATERNITY, PATERNITY, ADOPTION AND PARENTAL ARRANGEMENTS

16.1. You should contact your manager for information about the council's maternity arrangements, shared parental arrangements, paternity arrangements and adoption arrangements.

17. PENSION

17.1. Under current government regulations, you will be automatically enrolled in the Workplace Pension Scheme, however, you have the option to withdraw.

18. DISCIPLINARY AND GRIEVANCE PROCEDURES

18.1. The disciplinary and grievance procedures are available with either the Chairman of the Council or the Chairman of the HR Committee. If you have a grievance or are dissatisfied with any disciplinary decision you should contact the Chair of the HR Committee.

19. NOTICE OF TERMINATION OF EMPLOYMENT

19.1. You are entitled to one week's notice of termination of employment during the probation period.

19.2. After the probation period the notice period will be one month.

20. DATA PROTECTION

20.1. For the purposes of the Data Protection Act 1998 you consent to the processing of all or any personal data relevant to your employment. Processing includes but is not limited to obtaining, recording, using and holding data.

SIGNED for and on behalf of Batheaston Parish Council

Chairman of Batheaston Parish Council **DATE**

I accept the terms and conditions of my employment as set out above.

SIGNED Employee **DATE**