

## CONTRACT OF EMPLOYMENT

**1. NAME AND ADDRESS OF EMPLOYING COMPANY:**

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(hereinafter: "The Company")

**2. NAME OF EMPLOYEE:**

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(Hereinafter: "You")

**3. DATE OF COMMENCEMENT OF EMPLOYMENT:** \_\_\_\_\_

**4. JOB TITLE:** \_\_\_\_\_

**5. REMUNERATION:**

5.1: Your salary will be paid at the following rate: £8 per hour

5.2: Your salary will be paid monthly in arrears on the 01 day of each month by cheque or bank transfer or cash.

5.3: Your salary will be reviewed annually, with any increase payable from 1 April.

**6. DEDUCTIONS**

6.1: The Company may deduct from salary or other sums due to the employee:

a) Losses or damage sustained in relation to the property or money of the Company, clients, visitors or other employees, during the course of your employment caused through your act, carelessness, negligence, recklessness or through breach of the Company's rules or instructions, or any dishonesty on your part.

b) A day's or part day's pay for each day or part day of unauthorized absence.

*"Unauthorized absence" is failing to turn up for work at the appropriate time unless absence is due to:*

i) genuine sickness and this has been notified to the Company in accordance with this contract

ii) leave for which prior permission has been granted

iii) genuine reasons outside the employee's control which are acceptable to the Company

c) The amount of any accidental overpayment to you.

- d) The amount of any loan made to you for whatever purpose or the amount due to the Company under any agreement with you.
- 6.2: The Company will notify you in writing of the details of any such deduction and provide you with copies of any supporting documents reasonably requested in connection with the deduction.
- 6.3: You will be consulted about the method of payment – either by deduction from your salary or by any other method which is acceptable to you – and about the period over which the recovery would occur, and every reasonable effort will be made to reach agreement with you on this. However, failing that, the Company shall be entitled to deduct on the basis of what it considers to be reasonable. It is in your interest to regularly check your pay slip for accuracy.

## **7. HOURS OF WORK:**

- 7.1: You as a qualifying employee will have flexibly hours of work per month (but it must be at least 5 days a month)

## **8. PROBATIONARY PERIOD**

- 8.1: You are employed initially for a probationary period lasting six months. You will be confirmed in post subject to satisfactory completion of the probationary period. The Company reserves the right to extend the probationary period.
- 8.2: During the probationary period employment may be terminated by one week's notice in writing by either party.
- 8.3: The full disciplinary and grievance procedures do not apply to probationary employees. However in cases of dismissal or gross misconduct, the minimum statutory requirements as outlined in the Acas Code of Practice on Disciplinary and Grievance Procedures will be followed.

## **9. ANNUAL PAID LEAVE**

- 9.1: The leave year for the purpose of calculations shall be from April 1st to March 31st.
- 9.2: You are entitled to 28 working days paid leave, including public holidays, during each completed leave year and at a rate pro rata for each uncompleted year.
- 9.3: Part-time staff are entitled to a pro-rata of the above based on their working week.
- 9.4: For the first three months of employment you are normally entitled to take no more than the amount of leave accrued during this period, in addition to any public holidays.
- 9.5: Occasionally leave may be taken in excess of your entitlement as unpaid leave. This will be at the discretion of the Company.
- 9.6: The rules in the Working Time Regulations 1998 concerning notification of holidays and refusal of holidays will not apply to your employment. All leave dates must be arranged with and agreed by your line manager. Staff must normally give notice of at least one month before taking holiday of a week or more and workloads need to be taken into

consideration when planning holidays.

**10. TERMINATION OF EMPLOYMENT**

10.1: You are entitled to receive in writing a minimum of one week notice of termination of your employment, and you shall be required to give three week written notice of your intention to leave.

10.2: After 2 years completed service notice given to you shall increase by one week for every completed year of service, up to a maximum of twelve weeks.

**11. CONFIDENTIALITY**

11.1: You may as an employee have access to or be entrusted with information that the Company has deemed confidential. You shall not at any time during or after the end of your employment disclose to any person, or make use of, such confidential information.

11.2: You will be granted access to all records which name you.

**12. DISCIPLINARY AND GRIEVANCE PROCEDURES**

12.1: The Company may suspend you from work on full pay during disciplinary proceedings.

12.2: The grievance procedure is attached but does not form part of this contract.

I HAVE READ, UNDERSTOOD AND ACCEPT THE ABOVE TERMS AND CONDITIONS OF EMPLOYMENT.

**SIGNATURE OF EMPLOYEE:**

..... **DATE:**.....

**SIGNATURE OF CHAIR OF COMPANY:**

.....**DATE:**.....