Human Resources Templates

These template policies and forms have been provided in MS Word format so that you can edit them for your own use. These are part of the **Human Resources Toolkit** available on our website [sheffdio.org/human-resources](https://sheffdio.org/human-resources)

1. [Checklist for Employment Contract](#_Checklist_for_Employment) 
2. [Employment Policy and Practice](#_Employment_Policy_and) 
3. [Job Description](#_Job_Description) 

**Ctrl+click** to go to page >

1. [Person Specification](#_Person_Specification) 
2. [Draft PCC minute – agreement to employ](#_Draft_PCC_minute) 
3. [Capability and Performance Policy, and Appeal Process](#_Capability_and_Performance) 
4. [Appraisal Form ](#_Appraisal_Form)
5. [Annual Leave](#_Annual_Leave) 
6. [Sickness and absence policy](#_Sickness_and_absence) 
7. [Self-certification form](#_Self-certification_form) 
8. [Redundancy Policy](#_Redundancy_Policy) 
9. [Grievance Policy](#_Grievance_Policy) 

# Checklist for Employment Contract

|  |  |
| --- | --- |
| Name of the post |  |
| When is your new person starting? (if you haven’t appointed yet that is fine, you can use the template that will be provided and add the details later, if you know who it is add their name and start date here).  Have they worked for you before? YES/NO (if yes what were the start and end dates) |  |
| Is it full time or part time? (what hours/days?) |  |
| Is it a permanent post or fixed term? (what length/end date?) |  |
| What salary are you offering?  If the post reaches the pension threshold do you have a pension set up yet? YES/NO  What are the employee and employer contribution rates? |  |
| Where will the role be based  (or if its working from home or ‘hybrid working’ [a mix of office/home], please state here) |  |
| Does the role work with children / vulnerable adults? YES/NO  If yes, have you followed safer recruitment guidance for this post? Is there a DBS requirement? |  |
| How long would you like your probation period to be? |  |
| How much annual leave are you offering? This can be the statutory minimum or you can offer more! |  |
| Do you have an Employment Handbook already?  If not, don’t worry, the contract will refer to ACAS guidance and a range of suggested diocesan employment policies for you. |  |
| What would you like your notice period to be? (It can be the statutory minimum or longer depending on the nature of the post) |  |

# Employment Policy and Practice

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The PCC has clear legal responsibilities, both in terms of employment law, and general employment/HR good practice. Additionally, our Christian ethos and identity requires us to ensure that we support and approach all our responsibilities with distinctive quality pastoral care and sensitivity, and our work and that of others, with a true sense of vocation.
2. The PCC commits to working to ensure that all our employment responsibilities are applied fairly, equitably and consistently: avoiding discriminatory acts or attitudes of any kind.
3. The PCC will ensure that it has adequate Employee Liability Insurance provision.
4. The PCC complies with all GDPR/data security provisions.
5. The PCC will ensure it complies with its Health and Safety responsibilities for employees.
6. The PCC will apply a genuine Occupational Requirement as set out under The Equality Act (2010) provisions to a post where it can specifically legally appoint a person who is a practicing Christian to a role.
7. The PCC is committed to a safe working experience and will not tolerate bullying, harassment, or inappropriate conduct towards any employee.

**Safer recruitment**

1. For any role that has responsibilities for children, young people, or vulnerable adults the PCC commits to the Church of England national Safer Recruitment and People Management practice guidance.
2. All members of an interview panel for a role working with Children, young people, or vulnerable adults will have completed national church Safer Recruitment online training (and records kept with the Parish Safeguarding Officer).

**Terms and conditions**

1. The PCC will set out the individual employee’s contractual arrangements in an initial Offer Letter which will be followed up with a Statement of Main Terms of Employment. This will include a copy of the role description and person specification, all payroll and pension provisions, annual leave entitlements, and other benefits/rights and wider information as appropriate.
2. The PCC will ensure that at least the national minimum wage and all statutory benefits are applied to a role.
3. Where an employment handbook or policy may be missing or in need of updating, the PCC commits to follow government/ACAS guidance.

**Probationary and induction periods**

1. For any post the PCC reserves the right not to apply the full contractual capability and disciplinary procedures during a probationary period or any extension to it. In addition the PCC reserves the right to terminate the employment at any time during the probationary period giving one week’s notice which may be, either worked, or paid in lieu.
2. In order for an induction period to be signed off an employee will be required to evidence they have completed (or refreshed) any appropriate training as set out in the details for the role (e.g. Safeguarding, H&S, GDPR etc).

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC |  |
| Date for renewal of policy |  |
| Signed by (name) |  |
| Print name |  |
| Role |  |

# Job Description

|  |  |
| --- | --- |
| **Job Title** |  |
| **Salary** (annual or hourly rate) |  |
| **Status of role** (permanent, fixed term etc) |  |
| **Reporting to** |  |
| **Working alongside** |  |
| **Date of issue** |  |

|  |  |  |
| --- | --- | --- |
| **Background to the Post** | | |
| Say a little about the post here and how it has come about. If it is a time limited post due to budgets or grants received, outline this here. | | |
| **Overall Purpose of Post** | | |
| The overall purpose of this post is:  Try and sum up the overall purposes of the post in two or three bullet points here …  If you are able to apply an Occupational Requirement for this post you need to say why here…. | | |
|  | **Responsibilities & Accountabilities** | **Nature and Scope of Role** |
| **1** | In these boxes try and group key tasks under specific elements of the role | e.g.: To take an active part in meetings; respond to calls and correspondence professionally and in a friendly and timely manner. |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **Generic Responsibilities** | | |
| **7** | To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately | |
| **8** | Adhered to the PCCs data privacy and other GPDR policies | |
| **9** | To undertake as requested other duties as may reasonably be expected | |

# Person Specification

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** (or expected to train/qualify to that standard) | **Desirable** |
| General (examples) | * Excellent team player, approachable, fun and supportive * Excellent standards of customer care * Strong verbal, reasoning and written communication skills |  |
| Qualifications & Training | * As appropriate for the level of salary/responsibility you are seeking |  |
| Experience | * As appropriate for the level of salary/responsibility you are seeking |  |
| Knowledge, skills and abilities | * As appropriate for the level of salary/responsibility you are seeking |  |
| Personal Qualities | * Confidential and trustworthy, respectful, considerate and patient. * A care for detail and accountability. * Interested, invested and supportive. * Approachable, friendly and helpful with good interpersonal skills. |  |

# Draft PCC minute – agreement to employ

|  |
| --- |
| At the PCC meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_ the PCC agreed to the recruitment to the post of \_\_\_\_\_\_\_\_\_  It was agreed that the post would be:   * Full time / part time (state hours) * Permanent / fixed term (state dates) * Hours / salary rate * Payroll details eg managed by the PCC * Subject to pension automatic enrolment (as appropriate).   The line management of the post would be (name/role)  The post would be a designated home working role / hybrid home and office role / office role (details)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name/s) were delegated the responsibility of finalising the job description and person specification, advertising, and appointing within the provisions of the PCC Recruitment Policy.  *Add this sentence if appropriate:*  The PCC recognised that this role would sit within the Church of England’s national House of Bishop’s requirements on Safer Recruitment and people management. |

# Capability and Performance Policy, and Appeal Process

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The purpose of this procedure is to provide a framework for managing and supporting satisfactory performance and setting standards to encourage improvement where necessary.
2. The PCC will make every effort to ensure that an employee understands the requirements of their role and receives appropriate support and training in order to undertake the post to a satisfactory standard. We will deal with concerns over performance fairly and take steps to establish the facts and to give the employees the opportunity to respond at a hearing before any formal action is taken.
3. This procedure does not apply to cases involving genuine sickness absence, proposed redundancies or misconduct. In those cases, reference should be made to the appropriate policy or procedure in this Handbook.
4. Employees will not normally be dismissed for performance reasons without previous warnings. However, in serious cases of gross negligence or in any case involving an employee who has not yet completed their probationary period, dismissal without previous warnings may be appropriate.

**Following up issues informally**

1. In the first instance, performance concerns should be dealt with informally between the employee and their line manager as part of day-to-day management. Where appropriate these will be discussed in an informal `Setting of Standards’ meeting between the line manager and the employee, and the line manager will agree an initial period of time for improvement. A note of this informal discussion may be placed on the employee's personnel file but will be ignored for the purpose of any future capability hearings.
2. At the end of this period if there has been an appreciable improvement in the employees’ performance they will be notified informally and continue in the post.

**Formal Process — Stage One**

8.If after the initial informal Setting Standards the standard of performance has not improved the employee will be invited to attend a formal capability meeting. The employee will be notified in writing of what the performance concerns are, the reasons for those concerns and the likely outcome if it is decided after the hearing that the employee's performance continues to be unsatisfactory. The employee will also be informed of their right to be accompanied by a workplace colleague or a trade union representative.

1. The employee must tell the manager conducting the meeting who their chosen companion is, in good time before the hearing. The employee will also be provided with a summary of relevant information gathered as part of any investigation and any relevant documents which will be used at the capability hearing.
2. At this meeting the line manager will clarify the required standards, set out and discuss the areas of concern, try to establish the likely cause of poor performance and identify any training needs, and/or set realistic and fair targets, and the date(s) by which improvement must be achieved. Full notes of this meeting will be taken and a copy given to the employee with the formal warning letter.
3. Following the first formal capability meeting, if it is concluded that the employee's performance is unsatisfactory, the employee will be issued with a first written warning setting out:
4. the areas in which the employee has not met the required performance standards;
5. target areas for improvement;
6. any measures, such as additional training or supervision, which will be taken with a view to improving performance;
7. a period for review;
8. the consequences of failing to improve within the review period, or of further unsatisfactory performance.
9. During the period set for improvement, the line manager should arrange to meet the employee to review and track progress, and ensure appropriate support is in place that will assist the employee to achieve the goals set.
10. At the end of the period set for improvement, the line manager will arrange a formal meeting with the employee (again, the employee has the right to be accompanied by a workplace colleague). At this meeting, issues, targets and achievements will be reviewed. A formal warning notice will normally remain active for six months.
11. If the person has successfully achieved improvement, they will receive a formal letter notifying them of their success and they will continue in the post with agreed arrangements for regular supervision/support meetings.

**Formal Process — Stage Two**

1. If the employee has not successfully achieved the required improvements the line manager may in appropriate circumstances set an extension period for improvement (e.g. if the person has been off sick during the initial improvement time).
2. Where appropriate, if the employee's performance does not improve within the review period set out in the first written warning, or if there is evidence of poor performance while the first written warning is still active, a Stage 3 capability hearing may be held. Written notification will be sent to the employee as set out above.
3. Following a Stage 3 capability hearing, if the employee's performance remains unsatisfactory, they will be issued with a final written warning, setting out the information. A final written warning will normally remain active for 6 months.

**Formal Process — Stage Three**

1. If the employee's performance has not improved sufficiently in the review period set out in the final written warning, a Stage Three capability meeting may be held. Written notification will be sent to the employee at least one working week in advance of the meeting.
2. Following the capability meeting, several options may be considered. These include dismissal, redeployment to another suitable job (if the employee's contract permits) or extending an active final written warning where it is considered that a substantial improvement is likely within the review period.
3. Dismissal will usually be with full notice or payment in lieu of notice unless the employee's performance has been so negligent as to amount to gross misconduct, in which case the employee may be dismissed without notice or payment in lieu.

**The responsibilities of the employee**

1. The employee has a responsibility to discuss with their line manager any issues which may affect their ability to maintain a role so that appropriate support and other actions can be reviewed.
2. Where there is a long-term condition, personal circumstance or disability, employees are encouraged to meet their line manager as soon as possible so that appropriate advice and support can be discussed, planned and reviewed. The employee should be assured that the PCC will want to offer appropriate support.

**Disabilities**

1. Consideration will be given to whether poor performance may be related to a disability and, if so, whether there are reasonable adjustments that could be made to the employee's working arrangements, including changing their duties or providing additional equipment or training. The PCC may also consider making adjustments to this procedure in appropriate cases.

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

**Appeals policy**

1. Appeals will be heard without unreasonable delay at an agreed time and place.
2. An employee must inform of their wish to appeal against a decision that has been taken, and the grounds on which they wish to appeal and should put these in writing within [one week] of the date that the decision was sent or given to them.
3. All appeals are considered by a Churchwarden and one other member of the PCC (or delegated members of a PCC employment working group) not previously involved.
4. The decision will be confirmed in writing without unreasonable delay [and usually within one week of the appeal hearing]. There is no further right of appeal.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC  Date for renewal of policy |  |
| Signed by (name) |  |
| Print Name |  |
| Role |  |

# Appraisal Form

|  |  |  |
| --- | --- | --- |
| Name of appraisee | |  |
| Name of appraiser | |  |
| Date of appraisal | |  |
| Reviewing last year. What went well? | |  |
| Reviewing last year. Were there things that didn’t go so well, and what were the reasons for this? | |  |
| Are there any carry over objectives that you’d want to work on for this coming year? | |  |
| Moving on to this year, what are the key objectives and time frames?  (Setting four or five objectives is normally enough!) | |  |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| In order to achieve these, what might be needed (IT, support, training, external or internal influences etc) | |  |
| Is the current job description up to date or in need of updating? | |  |
| Are there any issues or concerns that need to be raised or addressed? | |  |
| Are there any training and development needs or requirements? What are they and what is the timeframe you need? | |  |
| Comments by appraiser | |  |
| Comments by appraisee | |  |
| Date of next review (every month or couple of months is best practice) | |  |

|  |  |
| --- | --- |
| Signed and dated by the appraiser | Signed and dated by the appraisee |

# Annual Leave

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The PCC offers XXX weeks as annual leave. This is applied to all staff equitably and pro-rated for part time staff as appropriate.
2. In addition to XXX weeks the PCC offers all public holidays. These days are applied to all staff equitably and pro-rated for part time staff as appropriate.
3. The PCC reserve the right to make any additional ad hoc leave decisions and anything agreed will be applied to all staff equitably and pro-rated for part time staff as appropriate.

**Authorisation for annual leave**

1. Employees should take all annual leave allocated to them and are encouraged to plan for leave and take it at regular intervals.
2. The PCC requires all employees to seek authorisation for annual leave from a line manager before it is taken. All applications for leave will be sympathetically reviewed and leave will only be refused if there are good reasons to do so.
3. No more than 3 days annual leave may be carried over into the following year without express permission from the appropriate line manager.
4. Where an individual employee is required to work on a public/bank holiday as part of their role, an alternative day off in lieu will be agreed as soon as possible after.

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC |  |
| Date for renewal of policy |  |
| Signed by (name) |  |
| Print Name |  |
| Role |  |

# Sickness and absence policy

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The purpose of this procedure is to provide a framework for managing and supporting sickness absence (short, medium, and long term).
2. Employees should feel able to discuss concerns about their absence in confidence with their line manager.
3. The PCC is aware that sickness absence may result from a disability and we are committed to supporting disabled staff in accordance with its obligations under the Equality Act 2010.
4. If you are absent on sick leave, you should expect to be contacted from time to time by your line manager in order to stay in touch and offer support, and to check in on the expected length of continued absence from work. Such contact is intended to provide reassurance and pastoral care and will be kept to a reasonable minimum.

**Reporting arrangements**

1. Employees must notify their line manager at the earliest opportunity and, other than in exceptional circumstances, no later than 10am on the first day of absence and this should be done in person, or by phone/email or text message, with the reason for the absence and an idea for how long the absence might last.
2. Line managers may make contact if any confirmations or immediate support is required.
3. If an absence is likely to be more than seven calendar days, the employee must notify their appropriate line manager and send in authorised GP’s sickness certificates at regular intervals.
4. For periods of up to seven calendar days, employees must complete a self-certification absence form.

**Returning to work**

1. Even if the absence has been short, on any return to work, a line manager may hold an appropriate ‘Return to Work’ meeting. A meeting may just be a `glad you are back how are you feeling’ conversation but it may also be an opportunity to talk through things where there are longer term concerns, where there are more medical tests, or where the individual is worried about their health and where adjustments or flexibility may be needed.
2. Where appropriate, a line manager may work to design a phased return to work where this would be helpful to assist the employee to take up their role in managed and supported ways.

**Payments during absence**

1. The PCC offers both Statutory Sick Pay (SSP) and this is paid at the government thresholds.

12a. IF APPROPRIATE – PCCs TO AMEND AS REQUIRED – this is an example

*In additional to Statutory Sick Pay the PCC also offers additional sick pay during periods of certificated absence.*

*Under the PCC’s occupational sick pay arrangements employees who have completed their probation period will receive their salary inclusive of SSP for a maximum of 4 calendar weeks within any rolling 12-month period (i.e. not in a calendar year), which will be monitored by the line manager. Thereafter SSP will continue according to the government threshold at the time.*

**Calculating sick leave**

1. Sick leave is calculated on a rolling year basis, i.e. cumulative within any 12-month period. (For example, if an employee was sick for three months from April to June and then sick again the following March, the rolling year goes back to the previous 12-month period and so the April to June absence is included.)

**Long-term sickness**

1. Long-term sickness is defined as a period of absence, which continues for a number of consecutive weeks/months.
2. During a period of prolonged sickness absence, the appropriate line manager will arrange to visit the employee to discuss progress and/or to keep them informed of news.

**Procedure for dealing with sickness absences**

1. If the line manager is concerned with a level of sickness absences as a first step this will be followed up as set out here:

* a review of sickness records (FIT notes and self certification forms);
* a meeting with the employee to discuss any steps which could reasonably be put in place to plan support, and where relevant, a likely date for a return to work and any steps which could be put in place to facilitate this
* to discuss an individual’s concerns about their views on their health generally
* to review any medical reports if this is something that has been requested (GP or occupational health for example)
* reviewing any entitlement to insurance or ill-health retirement benefits.

1. The PCC is committed to supporting all staff with long-term health conditions. Where the medical evidence indicates that there is a long-term condition which falls within the definition of a disability within the meaning of the Equality Act 2010, which is contributing to sickness absence considerations may include:

* making reasonable adjustments where possible to support a member of staff in fulfilling their duties and maintaining a satisfactory level of attendance;
* providing a phased return to work;
* redeployment to a suitable alternative vacancy;
* making reasonable adjustments to this process;
* only taking action under this procedure where it is justified.

1. Where it is considered necessary to address sickness absences formally, the employee will be invited to a formal sickness absence meeting to discuss the matter further in accordance with the procedure below.
2. Where it reasonably appears that the employee may not be fit to return to work or to perform their duties at the required level (which may include maintaining a satisfactory level of attendance) it may be appropriate to move directly to a Stage 3 final sickness absence meeting.
3. The PCC will ensure that reasonable advance notice will be given of the timing and location of any sickness absence meeting and that this will be given in writing.
4. The line manager will ensure that the letter includes why the meeting is taking place, and will attach a copy of any documents which may be referred to at the sickness absence meeting and the individual will be invited to submit any relevant documents.
5. An individual can be accompanied to a sickness absence meeting by a colleague or trade union official. The PCC has the discretion to permit a companion who is not a member of staff or union representative (for example, a family member) where this will help overcome particular difficulties caused by a medical condition.
6. The sickness absence meetings will be conducted by a line manager and/or another appropriate PCC member(s) who may determine any of the outcomes up to and including dismissal on the grounds of ill health.

**Stage 1: Sickness Absence Meeting for recurring absences: the meeting will address:**

1. Any concerns about the sickness absence, the impact of this, and sensitively discuss the issues:

* where there have been absent on a number of occasions, determining the likelihood of further absences;
* discussing the reasons for the absences and any points in response;
* suggestions as to any appropriate measures or support which could improve attendance or support in the workplace where this is possible;
* whether it would be helpful to obtain any medical advice or further medical advice;
* the likely consequence of further absences or a failure to return to work and maintain satisfactory attendance levels;
* the time in which attendance must improve and the method by which this will be monitored.

1. On completion of the sickness absence meeting any outcome will be confirmed in writing which may include a formal written warning that where attendance is not meeting the required standard and setting out the required improvement and any time period for improvement. The individual will be advised of their right to appeal the outcome.

**Stage 2: Further Sickness Absence Meeting:**

1. If attendance does not improve (and this is NOT linked to serious medical ongoing health issues) the employee will be invited to a further sickness absence meeting. The meeting will address the points set out above including the reasons for and impact of the ongoing absence.
2. On completion of the further sickness absence meeting any outcome will be confirmed in writing which may include a final written warning that attendance is not meeting the required standard, and setting out the required improvement and any time period for improvement. This will include a warning that failure to meet and sustain the required level of attendance is likely to result in dismissal, along with the right to appeal the outcome.

**Stage 3: final sickness absence meeting:**

1. Where an individual has been warned several times that their level of absence has put them risk of dismissal following a prior warning, or where it reasonably appears that you are unfit to perform your duties, or unlikely to return to work, the line manager may invite the individual to a final sickness absence meeting with them and a member of the PCC.
2. The purposes of the meeting will be:

* to review the meetings that have taken place and matters discussed;
* if it has not been obtained, to consider whether medical advice is required. If it has been obtained, consider the advice that has been given and whether further advice is required;
* where there is long-term sickness absence, discussing how long the absence is likely to last and whether there is a reasonable likelihood of a return to work;
* where there have been repeated absences discussing the likelihood of further absences and to consider whether there is a reasonable likelihood of achieving the desired level of attendance in a reasonable time;
* considering an individual’s ability to return to / remain in their role in view of both/and/or the situation and any adjustments that can reasonably be made.
* considering possible redeployment opportunities and whether any adjustments can reasonably be made to assist in redeployment.
* to consider the possible termination of employment.

1. On completion of the final sickness absence meeting, any outcome will be confirmed in writing which may include giving notice to terminate employment. The employee will be advised of their right to appeal the outcome.
2. A requirement to improve attendance which is issued following a sickness absence meeting will remain in effect for a period of 12 months from the date of issue unless otherwise advised.
3. Employees have the right to appeal to Appeal against any decision made following a sickness absence meeting if they are dissatisfied with it. The policy is set out below and notification should be made within five working days with the full details.

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

**Appeals policy**

1. Appeals will be heard without unreasonable delay at an agreed time and place.
2. An employee must inform of their wish to appeal against a decision that has been taken, and the grounds on which they wish to appeal and should put these in writing within [one week] of the date that the decision was sent or given to them.
3. All appeals are considered by a Churchwarden and one other member of the PCC (or delegated members of a PCC employment working group) not previously involved.
4. The decision will be confirmed in writing without unreasonable delay [and usually within one week of the appeal hearing]. There is no further right of appeal.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC  Date for renewal of policy |  |
| Signed by (name) |  |
| Print Name |  |
| Role |  |

# Self-certification form

|  |  |
| --- | --- |
| **Self-Certification** | |
| **Name of employee** |  |
| **Dates of absence from work** |  |
| **Reason for absence from work** |  |
| **Was any medical advice needed/taken?** |  |
| **Is this an ongoing issue and is there anything that we can do to support you?** |  |
| **Are you taking any medication that may have side effects that we may need to know in case you are taken poorly at work?** |  |
| **Return to work discussion with the line manager and any comments, agreements, information etc** |  |
| **Date of meeting** |  |
| **Follow up actions required by the employee or the line manager etc** |  |
| **Does there need to be a follow up meeting?**  **If so, when?** |  |

|  |  |
| --- | --- |
| **Signed and dated by the line manager** | **Signed and dated by the employee** |

This form will be kept on the individual’s HR/Personnel File.

# Redundancy Policy

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The PCC recognise that the need to review structures and/or to reorganise will occur from time to time and the PCC will seek to minimise the need for redundancies by responsible and careful workforce and financial planning measures.
2. When a member of staff has been employed for two years or more they are entitled to the statutory requirements for consultation, options and alternatives etc. This also specifically includes any role on a fixed term contract for two or more years.
3. The purpose of this policy and procedure is to provide a framework for managing and supporting processes for when redundancy considerations are required.
4. Suitable alternative employment/redeployment will be offered where this is appropriate and available.

**Process of review and consultation**

1. The PCC will consider where a review of posts, funds and budgets, or other changes may be required, and set up a small review group to undertake such a review and consultation process and to report back to the PCC before a final decision is made.
2. The process will include:
   1. Consultation with the member(s) of staff potentially impacted and at each meeting the member of staff has the right to be accompanied by a workplace colleague or trade union representative.
   2. Time allocated for the staff to engage in the process and for them to offer ideas and suggestions.
   3. Pastoral support provided for those affected.
   4. Clarity on timelines for the whole process including consultation and final decision making.
   5. Without prejudice - potential information on payments (without prejudicing the outcome of the genuine consultation process).
   6. The final decision-making process and clarity on ending dates, payments, and other arrangements.
   7. The right of appeal.

**Redundancy payments and notice period**

1. Redundancy payments will follow the government thresholds as a tax free compensatory payment.
2. All other payments notice period, accrued untaken leave, and payment to the final end date will remain subject to the usual deductions for tax and NI.
3. The notice period will follow the government threshold except where the contractual notice period is greater than this when the PCC will work to the contractual provision. Where all or some of the notice period is not to be worked, payment in lieu of that period of notice may be agreed.
4. If one is available a suitable alternative role may be offered on a trial period during which/at the end of which full redundancy terms will be honoured should this period not have proved successful. A higher graded role will not be deemed a suitable alternative.

**Voluntary Redundancy**

1. Individual employees may approach the PCC with a voluntary redundancy request at any time. Decisions will be made purely on a case by case base on merit, finances and business case – there is no right of appeal.

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

**Appeals policy**

1. Appeals will be heard without unreasonable delay at an agreed time and place.
2. An employee must inform of their wish to appeal against a redundancy decision that has been taken, and the grounds on which they wish to appeal and should put these in writing within [one week] of the date that the decision was sent or given to them.
3. All appeals are considered by a Churchwarden and one other member of the PCC (or delegated members of a PCC employment working group) not previously involved.
4. The decision will be confirmed in writing without unreasonable delay [and usually within one week of the appeal hearing]. There is no further right of appeal.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC |  |
| Date for renewal of policy |  |
| Signed by (name) |  |
| Print name |  |
| Role |  |

# Grievance Policy

**Scope**

1. This policy applies to paid employees only. It does not relate to any volunteers in a parish role.

**Background and introduction**

1. The PCC is committed to comply with the ACAS statutory Code of Practice on discipline and grievance. We will comply with this Code in all formal disciplinary circumstances. [www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures](http://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures)
2. All employees (and their representatives) should feel comfortable with this approach which should sit well with our distinctive context. As we work to develop our guidelines and policies, we will not lose sight of our core values which set the highest standards of expected behaviour and integrity, including the principles of fairness and transparency, hope and respect, forgiveness and reconciliation.
3. The PCC will ensure that any grievance-related issues are dealt with fairly, consistently and reasonably, with the individual afforded every opportunity to state their case or appeal against any decision where appropriate.
4. Where some form of action is needed, what is reasonable or justified will depend on the circumstances of the particular case. Staff and line managers should raise and deal with issues promptly and not unreasonably delay meetings or decisions.

**Setting standards of dignity and respect at work**

1. The PCC’s ethos and expectations include the culture of:

* Valuing colleagues
* Effectively and appropriately communicating with colleagues and ‘customers’
* Respecting difference and diversity
* Behaving professionally and with integrity
* Not letting things get ‘out of control’
* Knowing what to do when things go wrong and who to go to for support
* Sharing responsibility for getting things right
* Seeking positive ways forward – being prepared to apologise
* Sharing information together
* Seeking compromise

1. Grievance policies, procedures and standards are necessary to ensure consistency in behaviour and attitude within an organisation and a policy document like this one should be used as a means to encourage high standards and seek understanding, not simply to impose sanctions.
2. Managers should be mindful of required standards of behaviour and performance, so they are consistent in their approach, and in their ways of seeking to resolve an issue as quickly, quietly, and effectively as possible.

**Stages, informal and formal**

1. A pre-formal process: Many potential grievance issues can be resolved informally. Often a quiet word is all that is required with an employee to resolve an issue. Staff are encouraged to seek resolution to their issues informally – and if they require some assistance, or advice to do this, they should talk things through with their line manager or an appropriate member of the PCC in confidence.
2. Formal grievance**:** If it is not possible to resolve a grievance informally, an employee should put their grievance in writing formally and submit it to their line manager.
3. Where a line manager is the subject of the grievance, the matter should be referred to an appropriate member of the PCC this would usually be a Churchwarden.

**Holding the meeting**

1. The staff member has the right to be accompanied at a meeting to discuss the grievance by an appropriate workplace colleague or a trade union representative of their choice. The staff member should inform the line manager/PCC member in advance the name of their chosen companion.
2. This meeting will be formally minuted and minutes will be shared appropriately.
3. The meeting may be adjourned if further investigations are needed, after which the meeting will usually be reconvened.
4. The line manager/PCC member as appropriate will make the decision as to what steps will be put in place to resolve the grievance and this will be put in writing to the staff member. They will also be informed of their right to appeal if they are not content with the action proposed/taken.

**Overlapping grievance and disciplinary cases**

1. Where a staff member raises a grievance during a disciplinary process, the process *may* be temporarily suspended in order to consider the grievance.
2. Where the two cases are related, it *may* be appropriate to deal with both processes concurrently.

**Informal and formal mechanisms for resolving grievances**

1. In order to promote the prompt and effective resolution of grievances, there is an expectation that all parties will approach a problem with a clear commitment to engage constructively and adopt a positive and problem-solving approach.
2. The manager will work to resolve issues for example by team meetings, team building, personality awareness and facilitated meetings which may all be ways in which differences can be resolved collectively.
3. Where there are individual problems, where it is appropriate, the appropriate line manager will do what they can to bring people together to resolve an issue, and to set out a framework of dignity and respect at work and to communicate what standards of behaviour are acceptable, and what are not.

**Governance and PCC responsibilities**

1. The PCC may from time to time review its employment practices.
2. The PCC may appoint or delegate certain employment oversight, projects or developments for recommendation etc to a small working group/standing committee to oversee practical issues and to report back to the wider PCC.

**Appeals policy**

1. Appeals will be heard without unreasonable delay at an agreed time and place.
2. An employee must inform of their wish to appeal against a redundancy decision that has been taken, and the grounds on which they wish to appeal and should put these in writing within [one week] of the date that the decision was sent or given to them.
3. All appeals are considered by a Churchwarden and one other member of the PCC (or delegated members of a PCC employment working group) not previously involved.
4. The decision will be confirmed in writing without unreasonable delay [and usually within one week of the appeal hearing]. There is no further right of appeal.

|  |  |
| --- | --- |
| Policy version | Version one |
| Date approved by PCC |  |
| Date for renewal of policy |  |
| Signed by (name) |  |
| Print name |  |
| Role |  |