

Employment Contract

This document sets out the terms and conditions of service relating to your employment with WorldShapers and is issued in accordance with the Employment Rights Act 1996

Parties to the Contract

The Employer

WorldShapers (Registered Charity No: 1109886) – The Community Centre, Datchet Close, Hemel Hempstead, Herts, HP2 7JX.

The Employee

<<Name>>

Job Title

<<Job title>>

Job description

The job description is agreed separately and will be updated on a regular basis.

Work base

Your work base is The Community Centre, Datchet Close, Hemel Hempstead, Herts, HP2 7JX. You may also be required to travel as part of your job to other places as we may reasonably determine. Travel expenses incurred in the course of work may be refunded in accordance with current Inland Revenue rules. Where it is essential that you use your own motor vehicle to fulfil your work role; you are required to hold a valid driving licence as a condition of employment.

When undertaking a business journey, you are responsible for ensuring the vehicle is in a roadworthy condition. When using your own vehicle, you must ensure that it is licensed, appropriately insured for business use and has a valid MOT certificate where appropriate. In addition, you must ensure that vehicles used for business travel are regularly serviced and you must undertake a basic safety check (i.e., tyres, windscreen, etc) prior to each business journey.

The cost of journeys by any other means than car needs to be discussed and agreed with your line manager in advance.

Term of Contract

This is a permanent post commencing on 1st September 2010, and will continue as such, subject to future available funding. No employment with a previous employer counts towards your period of continuous service with WorldShapers.

Accountability

You are accountable to the Director of WorldShapers.

Salary

<<Salary>>

Your salary which accrues from day to day is paid monthly in arrears, on or before the 28th of each month, by bank transfer. Salaries are reviewed annually, and are normally revised at the discretion of the trustees. There is no obligation to award an increase. WorldShapers will deduct from your salary any deductions and remittances required by law.

WorldShapers are entitled to deduct from your salary or other payments due to you any money which you may owe WorldShapers at any time.

Hours of employment

You are employed to work 37.5 hours per week, Monday to Friday with a ½ hour for a lunch break. Whilst the majority of these hours will be within normal office hours there may be occasion to attend evening or weekend appointments and/or events for example trustee meetings/open day events etc. You may be required to work such additional hours as may be necessary for the proper performance of your duties without extra remuneration. WorldShapers office's normal hours of operation are 0900 - 1700 hours Monday to Friday. The offices are closed on all bank holidays.

Expenses

Any approved business expenses incurred by you in the course of your employment will be reimbursed on production of relevant receipts.

Annual Leave

The annual leave year runs from the 1st September to the 31st August. You are entitled to 30 days annual leave per year excluding all public holidays. You will be paid your normal basic remuneration during such holidays. If your employment starts or finishes part way through the holiday year, your holiday entitlement during that year shall be calculated on a pro rata basis. The yearly holiday plan, including dates for the main office closure, will be discussed and agreed during the regular staff meetings.

You shall give at least two weeks' notice of any proposed holiday dates and these must be agreed by the Director in writing in advance. No more than ten days' holiday may be taken at any one time unless prior consent is obtained from the Director. We may require you to take holiday on specific days as notified to you.

You cannot carry more than five days of untaken holiday entitlement forward from one holiday year to the following holiday year unless a period of statutory maternity, paternity or adoption leave has prevented you from taking it in the relevant year.

We shall not pay you in lieu of untaken holiday except on termination of employment. The amount of such payment in lieu shall be 1/260th of your full-time equivalent salary for each untaken day of your entitlement for the holiday year in which termination takes place and any untaken days permitted to be carried forward from the preceding holiday year. However, if we have dismissed you or would be entitled to dismiss you or you have resigned without giving the required notice, such payment in lieu shall be limited to your statutory entitlement under the Working Time Regulations 1998, and any paid holidays (including paid public holidays) taken shall be deemed first to have been taken in satisfaction of that statutory entitlement.

If you have taken more holiday than your accrued entitlement at the date your employment terminates, we shall be entitled to deduct from any payments due to you one day's pay calculated at 1/260th of your full-time equivalent salary for each excess day.

Pension

WorldShapers currently does not offer a Pension scheme.

Company Property

You agree that upon termination of your employment for whatever reason, or on request by your manager, you will return to WorldShapers all property belonging to WorldShapers or its employees. Such property shall include but is not limited to all keys, documents, software, hardware, files and copies (electronic and paper), that are the property of WorldShapers.

Grievance, Disciplinary and Capability Procedure

Your attention is drawn to the disciplinary, capability and grievance procedures applicable to your employment, which are outlined in Policies and Procedures. These procedures do not form part of your contract of employment.

If you wish to appeal against a disciplinary decision you may apply in writing to The Chair of Trustees in accordance with our disciplinary procedure.

We reserve the right to suspend you with pay for a period of no longer than 4 week for the purposes of investigating any allegation of misconduct or neglect against you.

If you wish to raise a grievance you may apply in writing to the Director, Arno Steen Andreasen in accordance with our grievance procedure.

Maternity & Parental Leave

Maternity payment and leave, paternity leave, and parental leave entitlements will be honoured in line with the statutory requirements and eligibility criteria.

Emergency/Compassionate Leave

You are entitled to take leave in response to domestic incidents according to statutory requirements. Depending upon the circumstances the Director or the Trustees may approve this leave with full or part pay.

Sickness Reporting

In the event of absence from work due to personal sickness or injury you are required to inform your Line Manager and/or the office as soon as possible and by no later than 9.00am on the first day of absence. You should indicate the reason for your absence and your date of likely return to work.

Certification

If you are sick for seven or more consecutive days, you must also provide a doctor's certificate as soon as possible. Further certificates must be obtained if the absence continues for longer than the period of the original certificate.

Medical Examination

You agree to consent to a medical examination (at our expense) by a doctor nominated by the Company should the Company so require. You agree that any report produced in connection with any such examination may be disclosed to the Company and the Company may discuss the contents of the report with the relevant doctor.

Sickness Pay

If you are absent from work we shall pay you:

- Statutory Sick Pay (SSP) provided that you satisfy the relevant requirements; and
- Company sick pay of full salary for the first month of sickness absence and half pay for the following 3 months, provided that you comply with our procedures regarding sick leave and the WorldShapers' sick pay policy. This will be inclusive of any Statutory Sick Pay.

Your qualifying days for SSP purposes are Monday to Friday.

We reserve the right to withhold payment of Company sick pay if you fail to comply with the procedures regarding sick leave.

Equal Opportunities

All employees are expected to comply with the organisation's equal opportunities policy.

Health & Safety

You are reminded that you have a statutory duty to observe all Health & Safety Rules and to take all reasonable care to promote Health and Safety at work for yourself and your colleagues. Wilful breach of Health & Safety Rules is a disciplinary matter.

Termination

If either party wish to terminate your employment with WorldShapers then they should give the other party four weeks written notice until you have been continuously employed for four complete years and one additional week's notice for each completed year of continuous employment thereafter up to a maximum of 12 weeks' notice.

WorldShapers is a Christian Charity and we expect staff to follow all policies and adhere to the Code of Conduct.

Collective Agreements

There is no collective agreement which directly affects your employment.

Acceptance of Agreement

Please sign both copies of this agreement and return one copy to WorldShapers and retain the other for your own records.

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Signed on behalf of: WorldShapers

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Date

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Name

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Position

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Signed by Employee

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Date

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Name of Employee