

Checklist for Churches which employ staff

Every employee should have:

1. A line manager
2. A job description
3. A contract of employment
(From 6 April 2020, organisations will be required to provide a written statement of particulars to both employees and workers from day one of their employment)
4. Pay at least in line with the real Living Wage as calculated by the Living Wage Foundation (General Assembly 2008)

9. Pension arrangements*
10. Notice periods*
11. Whether the contract is intended to be permanent and, if for a fixed term, the end date*
12. Any collective agreements which apply (If none, a statement to that effect)*
13. If the employee is required to work outside the UK for a period of one month or more, details of the time they are to work abroad, the currency they will be paid in, any additional remuneration payable and any benefits provided by reason of working outside the UK and any terms relating to the employee's return to the UK*
14. Disciplinary and grievance procedures*

* These elements may be provided in documents which are separate to the contract of employment—but the contract should indicate where they can be found.

The contract may contain other clauses that an employer wishes to rely on. Where an offer letter or written contract sets out the main employment terms and conditions, this can satisfy the requirements of the written statement.

A written statement of particulars (the contract of employment) must be provided on day one of the employment. Where an employer does not provide such a statement (or it is incomplete or inaccurate) then an employee can complain to a tribunal.

Line Managers should

1. Understand the employee's job description
2. Set and monitor objectives
3. Set and monitor the employee's work both for quality and quantity
4. Authorise & record holidays requested & taken
5. Monitor & report sickness absences
6. Maintain contact with the employee and conduct regular one to one meeting
7. Conduct annual Personal Development Review/Appraisal
- 8.