



## **General Personnel Policy**

Walsgrave Baptist Church (WBC) values its workers highly and considers the placement of individuals carefully and prayerfully. WBC aims to provide a supportive and safe environment for its workers and in turn expects its staff to behave respectfully of WBC's vision and mission, of its Leadership team and Members and of its buildings and facilities. This policy applies to all WBC employees. It is not a contract, but aims to work alongside the other WBC policies and procedures to provide guidelines and information for employees. Please note that individual Contracts of Employment, or Written Statements of Terms of Employment always take precedence where there is a conflict between that document and this one.

### **1. Recruitment procedure**

- 1.1** WBC will provide a written role description for each paid post.
- 1.2** Each applicant must complete an application form for their role. The application forms for successful applicants will be kept safely on file in the office. The application forms of unsuccessful applicants will be shredded.
- 1.3** Prospective employees will be interviewed by at least one member of the Diaconate/Leadership team.
- 1.4** Two references must be taken for each applicant, at least one of which must come from an individual who is not a Member or attendee of WBC.
- 1.5** An enhanced DBS check must be successfully completed for each applicant working with children, young people or adults at risk before they can begin their post.
- 1.6** Each employee must be provided with a copy of each WBC policy relevant to their position regarding Safeguarding, Health and Safety, General Data Protection Regulations, Communication and WBC's Ethos Statement.
- 1.7** Each employee must sign a declaration as part of their contract, stating that they have read, understand and will comply with WBC's policies and procedures.
- 1.8** Each employee will be placed on a three or six-month probationary period (the length of time to be agreed by the Diaconate/Leadership). After this probationary period, the employee must undertake a review with at least one member of the Diaconate/Leadership team.
- 1.9** The first priority of a Christian employee should be their own spiritual welfare and as such, they should be part of a regular church meeting/Life Group and should set a good example as a Christian in their personal life.
- 1.10** Each employee should attend relevant meetings and training days.

### **2. Training and Supervision**

- 2.1** New employees will receive a copy of each relevant policy in place at WBC, which along with the Ethos Statement, must be adhered to at all times.

**2.2** New employees will receive training relevant to their position at the expense of WBC.

**2.3** All employees will have support from their line manager, who will be available to answer questions, concerns and provide further training where necessary.

### **3. Pay and expenses**

**3.1** Employees will be paid monthly in arrears by direct credit to their bank account. Any alteration in pay will be notified to them in writing by the church.

**3.2** Employees will be refunded with the amount of any expenses incurred in the course of their employment under the terms agreed with the church.

**3.3** Subject to any relevant statutory restrictions in force the church may deduct from an employee's pay:

- income tax
- national insurance
- student loan
- pension contributions if they are a member of a contributory pension scheme
- repayments in respect of excess holiday taken at the effective date of the termination of employment

### **4. Holidays and holiday pay**

**4.1** WBC's holiday year is calculated from 1<sup>st</sup> January to 31<sup>st</sup> December.

**4.2** Holiday entitlement will accrue at a rate of one twelfth of annual entitlement on the first day of each month of that year. In calculating holiday entitlement in fractions of less than half a day, these are rounded up to the nearest half-day.

**4.3** Holidays will be taken by agreement with each employee's line manager to suit the requirements of their work.

**4.4** Employees are not entitled to carry forward holiday entitlement from one holiday year to the next.

**4.5** Employees may be required to take holiday during their period of notice. On the termination of employment employees will be entitled to pay in lieu of outstanding holiday entitlement or be required to repay to the church any salary received for holiday taken in excess of actual entitlement. For these purposes holiday entitlement in the final holiday year will accrue at a rate of one twelfth of annual entitlement for each completed month of service and the basis for payment or repayment of holiday shall be at the same rate. Repayment will normally be made by deduction from any sums payable by the church.

### **5. Sickness and sick pay**

**5.1** Employees absent from work by reason of sickness you must notify their line manager as soon as reasonably practicable.

**5.2** Employees must keep their line manager regularly informed of the reason for any continued absence.

**5.3** Immediately following a return to work after a period of absence through sickness not exceeding seven days, employees must complete a self-certification form which is

available from any doctor's surgery or from the local office of the Department for Work and Pensions. This form will be retained in the employee's employment record.

- 5.4** If sickness persists for more than seven consecutive days (including weekends and holidays) employees must on the eighth day of sickness complete and return to their line manager the self-certification form and thereafter provide a doctor's statement for absence (called a 'fit note') from the eighth consecutive day of sickness.
- 5.5** Employees will be paid statutory sick pay in accordance with such statutory provisions as may then be in force subject to their compliance with the requirements of this section.
- 5.6** Qualifying days for statutory sick pay purposes are the normal working days specified or, if not so specified, are Sunday to Saturday inclusive.

## **6. Family friendly provisions**

- 6.1** If an employee becomes pregnant, or their partner has a baby, they may be entitled to statutory maternity/paternity or parental leave and pay. If an employee is adopting a child similar rights apply. Employees may also be eligible for shared parental leave. The church will help employees obtain advice on these matters.
- 6.2** As an employer, WBC has a duty to consider requests for flexible working from all employees with more than 26 weeks' service. The church will help employees obtain advice on these matters.

## **7. Grievance and Disciplinary procedure**

- 7.1** If an employee considers that they have any grievance arising out of their employment, they should give written details of their grievance to their line manager. Or, if the grievance involves the line manager, the grievance can be taken to the Minister(s), Church Secretary or a church deacon, whoever is not that individual's line manager. The line manager, or individual receiving the written grievance will then arrange for this grievance to be dealt with in accordance with the Church's grievance procedure, which is available from the Church Secretary.
- 7.2** The Church's full grievance procedure does not form part of an employee's contract of employment and another procedure may, at the discretion of the Church, be used. An employee with a grievance may be accompanied at any meeting relating to a grievance by a colleague or a trade union representative.
- 7.3** If a minor grievance is brought against an employee, they will be invited to discuss this grievance with their line manager and attempt to solve the problem in a sensitive and timely manner.
- 7.4** If a major, or recurring minor, grievance is brought against an employee they will receive a written summary of this grievance and will be asked to meet with their line manager, and at the church's discretion the Minister(s), or another deacon, to discuss it. The employee, if found at fault, will be expected to change their behaviour, or resolve the problem, as applicable, with immediate effect. Failure to do so could result in dismissal.
- 7.5** If an employee is dissatisfied with any decision to discipline or dismiss them, they should appeal to the Church Secretary who will arrange for their appeal to be dealt with in accordance with either the disciplinary or the dismissal procedure, although, at the discretion of the Church, an alternative procedure may be followed.

## **8. Termination of employment**

**8.1** Unless an employee's employment is terminated by reason of gross misconduct, the notice required to be given by the church to terminate their contract of employment will, subject to paragraph **8.2** be the longer of:

- one month
- the minimum statutory period, namely:
  - one week's notice if their period of continuous employment is less than two years:
  - one week's notice for each year of continuous employment if their period of continuous employment is two years or more but less than twelve years:
  - twelve weeks' notice if their continuous employment is twelve years or more.

**8.2** The first three or six months of an employee's employment will be regarded as a probationary period. This may be extended before the end of the period by the church if the standard of their work or conduct or absence suggests that a further period of probation is desirable. During the probationary period the church may terminate an employee's employment on one week's notice.

**8.3** If an employee wishes to end their employment, they should give notice in writing to the church of one month.

## **9. Investigating Concerns**

**9.1** If an employee has a concern about the safety/welfare of a child, young person or adult at risk under their care, they must report the issue to a senior member of the Leadership Team, or WBC's Safeguarding Team. The concern will be dealt with according to WBC's Safeguarding Policy. The employee may be interviewed in order to clarify the nature of their concerns and to give any evidence available which back up these concerns.

**9.2** If a child, young person or adult at risk, volunteer or another member of the Leadership Team has a concern about the conduct of an employee, this must be reported to a member of the Leadership or Safeguarding Team and whilst the matter is under investigation, the employee will be asked to cease their position.

**9.3** An employee under investigation will have the opportunity to respond to any accusation made against them/explain the circumstances of any incident reported. They will receive fair, impartial and sensitive consideration.