

Checklist for Churches which employ staff

Every employee should have:

1. A line manager
2. A job description
3. A contract of employment (in writing and issued within 8 weeks of the start date)
4. Pay at least in line with the Living Wage (General Assembly 2008)
5. Pay correctly processed through a suitable payroll provider with tax and National Insurance deducted - all detailed on a payslip in line with the contractual pay frequency
6. Auto-enrolment into an approved pension scheme in line with the auto enrolment legislation
7. Any changes to contractual terms agreed in writing

The church should have (as a minimum):

1. Employer's liability insurance
2. A Health & Safety Policy
3. Undertaken risk assessments for each role
4. A payroll provider
5. A pension arrangement for auto-enrolment
6. A Disciplinary Policy and Procedure
7. A Grievance Policy and Procedure
8. An Employee Handbook or other document(s) which gives the employee clear rules and guidelines about expected standards of behaviour.

The contract of employment should state:

1. Name and address of employer and employee
2. Start Date (and continuous start date, if any)
3. Job Title and/or brief description of the work to be done
4. Work location or locations
5. Rate and frequency of pay
6. Hours of work
7. Holiday entitlement including public holidays and holiday pay
8. Sickness reporting and Sick pay entitlement*
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 within two months of the employment starting. Where an employer does not provide such a statement (or it is incomplete or inaccurate) then an employee may 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 meetings
7. Conduct annual Personal Development Review/Appraisal
8. When not in day to day contact with the employee, take feedback from those with whom the employee is in frequent contact
9. Deal with any conduct or disciplinary issues
10. Assess training needs and support employee to develop new skills & knowledge as necessary