

# **CONTRACT OF EMPLOYMENT**

**Contract between: -**

**Employer:** \_\_\_\_\_

**And**

**Employee:** \_\_\_\_\_

**Job Title:** **Personal Assistant**

**Date of commencement of employment:** \_\_\_\_\_

**Normal place of work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Hours of work:**

**Hourly rate:** £ :

**Paid:** \_\_\_\_\_

**Method of payment:** \_\_\_\_\_

**Annual Leave Entitlement (in hours)**

You are entitled to a minimum of 5.6 weeks, this includes statutory public holidays. Those working part-time are entitled to the same level of holiday pro rata to their hours worked.

**Sickness:**

The only payment for sick pay will be Statutory Sick Pay (SSP). To be eligible for statutory sick pay the employee must:

- In the eight weeks prior to being ill, have average weekly earnings of the amount laid down by law.
- Telephone on the day you become sick and unable to work.
- Have been sick and unable to work on three consecutive days that you were due to work.
- If you have been off work for more than seven consecutive days you must produce a medical certificate.

**Pension provision:** **None**

**Probationary period:** **One month**

**Health and Safety:**

The employer will take all necessary steps to ensure the health and safety of the employee, including outlining clearly any hazards and risks, and what action has been taken to minimise them. The employee will report any potential hazards and any accidents no matter how minor.

**Confidentiality:**

The employee will respect the privacy of the employer and will not disclose details of their private life, finances, or personal needs to others without the employer's permission.

**Period of Notice:**

The employee will give 1 week notice when they want to leave, the employer will give 1 week notice of termination of contract.

**Disciplinary procedure:**

The disciplinary procedure will be brought into use should the Employee fail to meet the terms of their contract, or if punctuality and reliability become a problem.

**The procedure will consist of**

- |                     |   |
|---------------------|---|
| <b>Stage One:</b>   | Verbal warning (valid for 6 months)         |
| <b>Stage Two:</b>   | Written warning (valid for 6 months)        |
| <b>Stage Three:</b> | Final written warning (valid for 12 months) |
| <b>Stage Four:</b>  | Dismissal                                   |

These stages will only be over-ridden in cases where the employee's behaviour amounts to gross misconduct and the employee in such circumstances can be subject to instant dismissal.

**Gross misconduct.**

Any behaviour that seriously endangers the employer or the employer's property or well-being will be seen as an act of gross misconduct.

Such behaviour includes theft, physical assault, threatening behaviour, deliberate damage to property, deliberate neglect

**Grievance procedure:**

Employee Grievances should be raised directly with the employer and must be dealt with at the earliest available opportunity. Any grievance, which cannot be resolved in this way, may be settled with the help of a third party who shall be agreeable to the employer and the employee.

**Insurance:**

Employers liability insurance is in place.

**Employer Incapacity**

If for any reason the employer becomes incapable of carrying out their responsibilities towards the employee and has not appointed someone else to do so the employee may seek advice from Knowsley Disability Concern

**Emergency Cover:**

In an emergency the employee will not leave the employer unattended even if work hours are finished. The employer will endeavour to provide cover as quickly as possible.

**Loans/pay in advance:**

The employer **will not** make loans or give advances on pay to the employee.

**Alcohol:**

The employee **must not** have been drinking prior to commencing work, or during working hours

**Times:**

If the employer cancels due to circumstances such as ill health, weather, or other commitments, then the employer must still pay for that time. The **employee does not have to make up this time**. If however, the employee cancels a shift due to any of the above circumstances, she/he must make other arrangements to complete the outstanding hours.

**Change in terms:**

Any changes to these clauses will be by mutual agreement.

**Signed Employer:** \_\_\_\_\_

**Signed Employee:** \_\_\_\_\_

**Date** \_\_\_\_\_