

Staff Contracts - June 2019				
<i>Written as a Staff Member</i>			<i>Written as an hourly paid Person</i>	Ellis Whittam Advice
Groundsman		General		
The first six months of your employment will be a probationary period. We may bring your employment to an end during your probationary period at any time without notice in your first month of employment and one week's notice thereafter, which we can at our discretion pay in lieu. We may, at our discretion, extend the probationary period. During this probationary period we will carefully monitor your performance and suitability for your role.	Different	The first <u>six</u> months of your employment will be a probationary period. We may bring your employment to an end during your probationary period at any time without notice in your first month of employment and one week's notice thereafter, which we can at our discretion pay in lieu. We may, at our discretion, extend the probationary period. During this probationary period we will carefully monitor your performance and suitability for your role.	Standardise	We have amended both templates to 6 month probation.
HOURS OF WORK		HOURS OF WORK		
Your hours of work are 37 per week (normally 8:30am until 1:00pm and 2:00pm to 5:00pm Mon – Thurs and 8:30pm to 1:00pm and 2:00pm to 4:30pm on Fridays) with time and a half off in lieu for unsociable/weekend hours.	Different	Your normal hours of work will be [NUMBER] hours per week worked [eg. Monday to Friday, 9.00 a.m. to 5.30 p.m].	There are elements of 2 types of personnel contract here. Hourly paid people are usually paid weekly & have specific breaks and other things. I cannot say further as I do not know Public Contracts	This is left for you to complete as appropriate depending on the number of hours the employee will be working each week. See below minimum break entitlements.
		You are entitled to an unpaid break of [INSERT] minutes.	There is a legal framework elsewhere so why is it not written in advice	This is left for you to complete as appropriate to the employee in question. Statutory minimum breaks are 20 minutes unpaid if the employee works over 6 hours. However, most employers provide a 30 or 1 hr lunch break if employee is working office hours. What break entitlements do your staff get / do you want to offer?
		It is recognised that due to the nature of the Council's business, your working hours will not necessarily coincide with those normal hours. We reserve the right to vary your hours of work (and to vary your pay accordingly), on a temporary or permanent basis, as necessary to meet its business requirements which may include: amending shift patterns and/ or introducing new shift patterns, which could include weekend/ evening working and/or reducing hours of work. You may also be required to work such additional hours (including weekends and bank/public holidays) as may be necessary for the proper performance of your duties.	These Clauses need to be put in a separate page which refers to legal requirements or have all people on as staff. I am sure that these clauses have other links to working practices	I recommend including the additional wording within the body of the contract. What wording best suits your practices? I'd be happy to discuss and amend following your further instructions.
		OVERTIME [optional clauses included – delete not applicable]		

		We may require you to work additional hours (overtime) on a temporary or regular basis.	
		[If you are required to work additional hours servicing the Council and its committees or external events you may take time of in lieu at a time agreed between you and the Council or you will be paid at your normal NJC rate for those hours.]	
		OR	
		[We may require you to work such additional hours as are necessary to fulfil the requirements of your job. Your salary takes into account this obligation and no additional payment will be made for additional time worked.]	
		All overtime that you carry out must be expressly approved in advance by [SPECIFY] failing which you will not be paid for any work that you do in addition to your normal hours of work].	
LEAVE ENTITLEMENT		LEAVE ENTITLEMENT	
The minimum annual leave entitlement for full time staff is 23 days per annum plus public holidays. The entitlement commences on the first day of employment. On the fifth anniversary of a member of staff joining, the leave entitlement increases by five days, to 28 days per annum. An employee who has completed 40 years' service is entitled to 30 days per annum (effective from 18th March 2005).	Different	The minimum annual leave entitlement is 25 days per annum plus public holidays. The entitlement commences on the first day of employment. On the fifth anniversary of a member of staff joining, the leave entitlement increases by five days, to 30 days per annum. An employee who has completed 40 years' service is entitled to 35 days per annum (effective from 18th March 2005).	Not sure why there are so many differences here. The auther needs to elaborate

No changes have been made, this is based on the versions currently in place. The local government NJC collective agreement provides for the following leave entitlements : 21 days (rising to 25 after 5 yrs service) + 8 bank holidays + 2 statutory days. Entitlements pro rata for part time staff. Would you like different leave entitlements for new staff? I'd be happy to discuss?