

EBC Staff Employment Policy

11-JAN-23

Emmanuel Baptist Church Swanage

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Introduction

This document is the Staff Employment Policy for Emmanuel Baptist Church

Overview

This policy applies to all people paid by the church, including ministerial staff.

The leadership team are responsible for ensuring this policy is complied with.

This policy provides guidance as to how issues should be dealt with. If this is not clear, then the leadership team should be consulted for further advice.

All staff will have a line manager allocated. For ministerial staff this will be from the leadership team.

Where there is a need not covered by this document then Emmanuel is likely to agree the use of an applicable Baptist Union “Model Policy”.

Issue Status and History

Status

Policy	EBC Staff Employment Policy
Number	EBC-04
Primary Responsibility	Leadership
Issued	1 st Jan 2023
Status	Issued
Review Period	5 years
Next Review Date	1 st Jan 2028

History

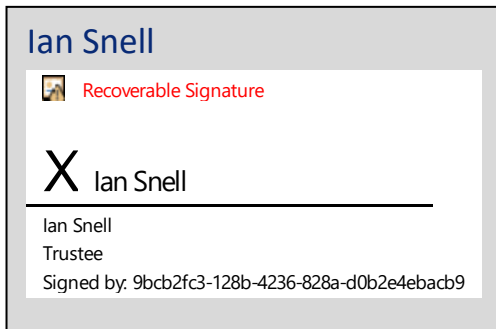
Jan 2023	Draft written
Jan 2023	Updated after review by leadership team and issued.

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Approval Signature

Signed on behalf of the Leadership:



as agreed at a meeting on Date:

10th January 2023

Staff management and appraisal

Introduction

The performance appraisals defined in this procedure apply to all paid staff, including all ministerial staff

Purpose

We conduct annual appraisals as one way of ensuring that employed staff at Emmanuel are able to work effectively, as part of the whole congregation, in pursuing the stated aims and visions of the church as a whole.

What is an appraisal?

An appraisal is a formal meeting, which sets out to provide an opportunity for a person to spend time reflecting with their line manager on their present work and responsibilities to enable them to improve their performance, learn new skills and plan the development of their work. For many people an appraisal provides a rare slot of 'quality time' when they can get the undivided attention of someone else who cares about them and their needs in the work situation.

It is:

- A means to help employees and their managers to identify strengths and training needs
- A process to identify needs related to the employee's work programme
- An encouraging exercise
- A development tool within a framework of life long learning
- A piece of quality time when purposeful reflection can be made in a structured setting
- A formal stock-take of personal development
- A time for honest reflection
- A place where realistic planning takes place
- An accountability exercise
- An opportunity to air issues
- A means to help define priorities and sort out conflicting demands

It is not:

- A disciplinary tool
- A means to make people move from their existing job
- A fool proof protection against misdemeanours
- A measure of 'success'
- The solution to all the world's ills
- An end in itself

Responsibility for performing the appraisal

Appraisals are performed by the following within the church:

Employee	Appraiser
Ministerial staff	Line manager from leadership team
Non-ministerial staff	Line Manager

Setting for the meeting

In most cases only one appraiser is necessary. For situations where difficult issues may need to be raised a second appraiser may be present.

Sufficient time needs to be set aside for the meeting, with measures taken to ensure that there are no interruptions from the telephone, visitors etc.

Preparation

Before the meeting, normally held at the end of each calendar year, the appraisee should complete their own copy of the appraisal form, below.



Guided_Self_Appraisal_form.docx

This is to help in personal preparation for the meeting. Appraisees should prepare the information for the various sections. This copy will be used and retained by the appraisee for their personal use during the meeting.

Those conducting the appraisal should meet to discuss any significant points which they would like to make during the meeting. If appropriate they should carefully seek the comments of other relevant members of staff or the congregation, where this will benefit the appraisal meeting.

The meeting

During the meeting the appraiser will complete their copy of the report in the light of the discussion with the appraisee. This should be brief but giving sufficient detail to assist with the following year's appraisal. This will subsequently be sent to the appraisee for written comment and approval.

Signing off

The report will be signed off only after the appraisee has seen it and added any written comments they wish to add about the accuracy or interpretation. Both the appraiser(s) and the appraisee will sign the report to signify that they are satisfied with the end product and that they are jointly responsible for carrying out the identified actions.

If there is a disagreement over the content of the report, this will be recorded.

A copy of the report will be retained by the appraisee, appraiser(s) and the leadership team. The report will be treated as a confidential document by those receiving and holding copies.

Information will only be shared with the consent of the employee and only on a 'need to know' basis.

Leave

The amount of leave is part of your employment contract.

Leave requests should be agreed with the line manager and should be agreed a reasonable time before it occurs.

Leave applies to normal working days. That is, a staff member that doesn't normally work on Monday would require 6 days leave (Sunday, Tuesday, Wednesday, Thursday, Friday and Saturday) to take a week off.

Unused leave can only be carried forward into the next year with the agreement of your Line Manager. It would be unusual for more than 5 days to be carried forward.

Sick Leave

If you are absent from work by reason of sickness you must notify your line manager as soon as reasonably practicable.

You must keep your line manager regularly informed of the reason for your continued absence.

Immediately following your return to work after a period of absence through sickness not exceeding seven days you must complete a self-certification form which is available from your doctor's surgery or from the local office of the Department for Work and Pensions. This form will be retained in your employment record.

If your sickness persists for more than seven consecutive days (including weekends and holidays) you must on the eighth day of sickness complete and return to your 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.

You will be paid statutory sick pay in accordance with such statutory provisions as may then be in force subject to your compliance with the requirements of this section.

Your qualifying days for statutory sick pay purposes are the normal working days specified or, if not so specified, are Sunday to Saturday inclusive.

Maternity, paternity, adoption, bereavement leave

Will be agreed with the line manager

Sabbaticals

Emmanuel supports Sabbatical leave for all ministerial staff. When a member of the ministerial staff requests a sabbatical then Emmanuel will refer to the latest Baptist Union document, “Sabbatical Leave – Information Sheet for Churches”, which as of January 2023 can be found at

https://www.baptist.org.uk/Articles/370904/Sabbatical_Leave_Information.aspx

Pay / stipends / remuneration

See finance policy

Claiming of expenses

See finance policy

Display screen equipment regulations and eye tests

If Emmanuel as part of your employment require you to use Display Screen Equipment (DSE) as a significant part of your normal work (daily, for continuous periods of an hour or more). Then you are considered to be a DSE user under the DSE Regulations, this is explained in the Health and Safety Executive website at <https://www.hse.gov.uk/pubns/indg36.pdf> as of January 2023

If you believe this to be the case, please talk it through with your Line Manager.

Emmanuel then needs to

- analyse workstations to assess and reduce risks
- make sure controls are in place
- provide information and training
- provide eye and eyesight tests on request, and special spectacles if needed

- review the assessment when the user or DSE changes

The document referenced above also provides practical guidance as to how risks can be reduced for DSE Users.

Code of conduct

The church will use the latest BU model policy whose title is “Guidelines L08 – Employment Annex 11 model church worker code of conduct”, as of January 2023 this can be found at

<https://www.baptist.org.uk/Publisher/File.aspx?ID=111324&view=browser>

Disciplinary (inc definitions, procedures, authority, appeals)

The church will use the latest BU model policy whose title is “Guidelines L08 – Employment Annex 6 model church worker disciplinary procedure”, as of January 2023 this can be found at

<https://www.baptist.org.uk/Publisher/File.aspx?ID=111324&view=browser>

Complaints and grievances

The church will use the latest BU model policy whose title is “Guidelines L08 – Employment Annex 7 model church worker grievance procedure”, as of January 2023 this can be found at

<https://www.baptist.org.uk/Publisher/File.aspx?ID=111324&view=browser>