

Chelmsford Diocesan Board of Finance

Staff Handbook

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INTRODUCTION

If you are reading this handbook for the first time, then:

'Welcome to working with the Chelmsford Diocesan Board of Finance'.

We are delighted that you have made the decision to join us and wish you a successful career. If you are a returning reader then we are pleased that you recognise the value of keeping this handbook close at hand as a reference for your working time with the CDBF.

The aim of this handbook is to provide an up to date, user friendly, consistent and engaging reference document which:

- Provides you with insights into the workings of the CDBF
- Is a useful resource for your questions on working for the CDBF
- Meets our legislative obligations.

It is recommended that new members of staff take the time to read the complete handbook to ensure they have an overview of the CDBF and the main features that frame their employment.

The handbook contains an overview of key areas which is backed up through individual policy and guideline documents which are referenced throughout the handbook. On an on-going basis the handbook is a useful one-stop reference to obtain the key facts on a particular topic and to determine where further information may be found.

The CDBF aims to be a good employer, respecting the skills, abilities and personal aspirations of all its staff and seeking to help them to develop their contribution to the effectiveness of the Diocese. This is best achieved by fostering open and clear two-way communication, a shared understanding of our mission and goals, and a sense of genuine teamwork.

Our approach to working together is grounded in our Christian faith and reflected in our policies such as those on Equal Opportunities and a Positive Working Environment.

Although we are not in a position to compete with some of the higher paying organisations in terms of salaries and benefits, we can promise to be a considerate employer striving to treat all staff in a fair and consistent manner and to help them to maximise their personal development, job satisfaction, and contribution to our shared mission.

This Handbook contains the information, rules, policies and procedures concerning your employment that have been developed to help us achieve these aims and should be read in conjunction with your Statement of Main Terms and Conditions of Employment ('Statement').

The contents of this Handbook are not contractual and may be amended or varied as necessary by the Board. You will be informed of any changes as they are implemented.

A live copy of the handbook is maintained on the Diocesan Office shared drive, and you should always refer to this as necessary to ensure you have the most up to date information.

The Handbook also makes reference to a number of other important policies and procedures which you should make time to study. These are readily accessible in electronic form on the shared drive, or available in printed form from your manager.

Other or revised rules, policies and procedures may be issued at any time separate to this Handbook and it is your responsibility to observe and adhere to these.

If you have any queries relating to the contents of this Handbook, or have not been provided with a Statement for any reason, you should have no hesitation in raising this matter with your Manager.

The Regulations in this Handbook apply to all members of staff who are employed to carry out duties on behalf of Chelmsford Diocesan Board of Finance. This includes those clergy in employed roles who will also be subject to certain provisions outlined in the Clergy Handbook.

All staff are expected to observe the rules and policies adopted by the Board. This includes the contents of the Office Procedures Guide, and the other policies and practices outlined or referred to in this Handbook.

The following abbreviations are used throughout the Handbook:

"The Board" or "CDBF"- refers to the Chelmsford Diocesan Board of Finance.

"Your Manager" - refers to the person to whom you are directly accountable, as defined in your Statement of Main Terms and Conditions of Employment and/or Job Description.

"Statement" or "SMTC" - refers to the "Statement of Main Terms and Conditions of Employment"

WORKING WITH THE CDBF

Process for New Starters

A Statement of Main Terms and Conditions of Employment is issued by the Board, and must be read in conjunction with the Staff Handbook. For ease of reference, some of the benefits and general rules contained in the Statement are also summarised below.

The new appointee is asked to sign two copies of the Statement of Main Terms and Conditions of Employment and return one copy to the Chief Executive. Signature is deemed to be acceptance of the Terms and Conditions contained in the Statement. The appointee is also asked to complete a personal data form giving details of next-of-kin, etc.

Probationary Period

Offers of appointment are subject to a period of probation, normally of three months duration. Job performance and general suitability are assessed during this time and, subject to satisfactory review, the appointment is then formally confirmed by the Manager. During this probationary period, the appointment may be terminated as specified in the Statement of Main Terms and Conditions of Employment.

Your Personal Data

New members of staff are asked to complete a personal data form to provide the CDBF with various personal details necessary for the administration of their employment. We will also need to see your passport or other proof of identity. This is a part of our legal responsibility to check that all employees have the right to work in the UK.

You must notify the CDBF immediately of any changes, e.g. name, address, telephone number, next of kin, bank details etc. It is in your interest to notify us of any such changes. The CDBF will not be responsible for any issues arising out of your failure to notify changes in your personal details.

Data Protection legislation regulates the nature and type of personal information the CDBF is allowed to keep about you, the purposes for which it is required, and how it can be processed and used. Further details are contained in the Data Protection Policy available on the Diocesan Office shared drive.

Working Hours

Your normal hours of work are detailed in your Statement; it is your responsibility to ensure that you attend punctually for work and follow all timekeeping and absence procedures. In order to help us to maintain optimum service levels, you may be required to work additional hours from time to time. Further details are contained in your Statement.

If you have a need to leave work prior to your normal finishing time or to have time away during the normal working period, you must not leave without first obtaining permission. In such circumstances, you must report to your Manager upon leaving and, where appropriate, returning to work. You are required to complete the staff register on the Reception desk whenever you arrive or leave the premises to comply with emergency evacuation and security procedures.

Persistent lateness, unacceptable levels of absence and/or unauthorised absence will result in a disciplinary warning or dismissal, depending on the circumstances.

The Diocesan Offices are normally open for business between the hours of 9.00am and 5.00pm Monday to Friday.

Standard official working days and hours are Monday to Friday from 9.00 am to 5.00 pm, excluding an hour for lunch each day, i.e. a 35 hour working week. Satellite offices have their own arrangements.

Staff may request to vary their actual working hours within prescribed limits. Such requests will only be able to be granted if they do not conflict with the efficiency of the individual job and the smooth workings of the department. Any such variation may be initially granted on a trial basis to determine feasibility. The discretion to grant a variation in working hours rests with the manager of the department concerned. As a general guide, work should be undertaken between the hours of 8.00 am and 6.00 pm, and those working in excess of six hours on any day will be expected to take a minimum of a 30 minutes unpaid lunch break. Once revised hours have been proved to be feasible then a formal note of the new arrangements will be recorded on the personal file of the staff member.

Your normal working hours are set out in your Statement of Main Terms and Conditions of Employment although you will be expected to work a reasonable amount of additional hours when necessary to meet the usual demands of your role. No extra payment of salary will normally be paid for overtime. When members of staff are required to work outside their contractual hours, they are entitled, with the agreement of their Manager, to take an equivalent amount of time off in lieu as compensatory leave. Where, exceptionally, a member of staff is unable to arrange time off in lieu, the situation should be discussed with the Chief Executive who may authorise a compensatory payment.

Flexible Working

Providing you qualify and have caring responsibilities, you are entitled to request a flexible working arrangement, on a permanent basis, in terms of changes to hours, location and pattern of work, to enable you to care for a child or adult.

To make an application you must be an employee with 26 weeks' service and have not made an application for flexible working during the last 12 months.

To make an application for flexible working if you care for a child who is aged 16 or under, or if disabled, aged under 18, you need to be either the mother, father, civil partner, partner or spouse of the child's mother or father, adopter, guardian, special guardian (as appointed under the Children Act), foster parent or private foster carer and have responsibility for the upbringing of the child.

To be entitled to make a request for a contract variation to care for an adult (aged 18 or over) who is in need of care, you must be caring for or expect to care for a spouse, partner, civil partner or relative. If the person does not fall into one of these categories, the adult in need of care has to live at the same address as the carer.

Partner means the other member of a couple, living together as if they were man and wife, or of a same sex couple living together as if they were civil partners.

All requests for flexible working will be seriously considered, but there is no automatic right to be granted a request. The request must be made in writing specifying that it is for this purpose, what flexible pattern you are proposing, detailing how you think any adverse effect on the CDBF can be dealt with and how you meet the eligibility criteria. You should be aware that if the CDBF accepts your proposal, this will normally mean a permanent change to terms and conditions. There is no statutory right to revert to the original working arrangements.

Any such request or further information on the procedure should be made to your immediate Manager in the first instance.

You also have a right of appeal against a decision to refuse your request.

You are entitled to be accompanied at any meeting or appeal hearing by a companion who must be a fellow worker employed by the CDBF.

Salaries

Salaries on appointment are made at an appropriate point on the scale according to experience and qualifications.

Salaries are payable on the third from last working day of each calendar month. All salaries, except those of staff employed at hourly rates, are expressed as annual figures and divided into twelve equal parts. Salary advice slips are issued monthly specifying the gross and net amount of the salary as well as statutory and other sundry deductions. Payment is made direct to a bank account.

Members of staff who are contracted to work on a part-time basis will have their normal working week specified as a fraction of a standard 35-hour week. The same fraction will apply in calculating the proportion of annual salary, in relation to the salary level appropriate if the post were full-time.

In calculating salaries for periods of less than a full calendar month (for example, payments at the beginning of service) the annual salary shall be divided by 260 and the resulting figure multiplied by the number of days concerned.

The CDBF normally review salaries with effect from 1st July each year but do not guarantee that there will be an annual pay increase.

Any change in your pay will be notified to you. If at any time you have any queries, you should raise them with your manager.

On termination of employment, the final payment may be made in a different form to that stated in your Statement.

Pension Plans

All full-time and part-time staff of the Board are eligible and encouraged to join a pension scheme arranged by the Board. For lay members of staff this is the Church Workers Pension Plan, which is currently non-contributory to members. This is a defined contribution scheme to which the CDBF makes a contribution currently equivalent to 11% of salary for each staff member.

Alternatively staff members may choose (subject to the approval of the CDBF) to have an equivalent sum paid on their behalf to an eligible personal pension of their choice. Staff who wish to join must complete an application form provided with the job offer.

Clergy staff normally join the national clergy pension scheme. Further information is available on request from the Chief Accountant.

Membership of the pension scheme takes effect from the date of commencement of employment, conditional upon the satisfactory completion of the probationary period.

Further details are in the plan booklet issued to members and available on the following shared drive: see <\\server03\Company Shared\Staff Handbook>

Season Ticket Loan

Permanent members of staff who normally travel to their usual place of work by public transport can apply to the Chief Accountant for a loan to purchase a season ticket. The loan will be repayable over the term of the season ticket.

Outside Activities

Full-time members of staff should not undertake any paid work for another employer without the permission of the Chief Executive.

Members of staff should not accept membership of the General or Diocesan Synod, nor membership of subordinate bodies of the General or Diocesan Synod, without the permission of the Chief Executive.

Members of Staff should not normally write letters or make statements to the press, or accept invitations to appear on television or radio, or give lectures or write articles or other material related to their work without the permission of their Manager who will consult the Chief Executive, if appropriate. Any invitations to make statements to the media shall be dealt with in consultation with the Communications Director or the Chief Executive. Unauthorised statements to the media about the CDBF work or in that capacity may result in disciplinary action.

Except as provided in the paragraphs above, no restriction is placed on voluntary activities or work which does not impair the usefulness of the staff member or interfere with the general policy of the Diocese.

Resignation and Termination of Employment

By You

If you wish to resign, you should do so in writing giving such notice as is specified in your Statement.

By the CDBF

You will be entitled to receive from the CDBF the notice as is specified in your Statement, except in the case of a gross misconduct offence as described in the section on Rules and Procedures which may lead to Summary Dismissal (i.e. without notice).

References

Open testimonials are not given, but your Manager in consultation with the Chief Executive will normally be prepared to provide a reference direct to any prospective employer.

TIME OFF WORK

Staff are expected to attend promptly for the start of their working day, and to notify their manager at the earliest opportunity if they wish to request leave or know they will not be able to attend for their agreed hours of work. The following section covers the various reasons for time off work, and indicates the specific notification procedures that apply.

Holidays

The holiday year runs from 1 January to 31 December.

Your annual holiday entitlement is set out in your individual Statement of Main Terms and Conditions of Employment.

In addition to the annual holiday entitlement you will receive the following bank/public holidays:

- New Year's Day
- Good Friday
- Easter Monday
- May Day Bank Holiday Monday
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

An alternative day will be recognised where any of these days fall on a Saturday or Sunday where Saturday or Sunday are not part of the normal working week.

Other public holidays may be granted at the discretion of the Chief Executive.

Part-time staff will receive a pro rata entitlement to bank/public holidays on the same basis as annual leave.

You will accrue annual holidays on the basis of 1/12th of the annual entitlement for each month of service in the holiday year.

Payment for holidays will be at your normal rate of pay.

Contractual annual holiday entitlement will cease to accrue in cases where you are absent from work for a cumulative period in excess of 13 weeks. However, the CDBF will ensure that the statutory minimum holiday entitlement obligations have been met. Accrual will recommence after the completion of 1 calendar month of working.

All annual holidays must have prior approval and authorisation. The CDBF will respond as soon as possible to your request for holiday. No responsibility will be accepted for monies lost as a consequence of your failure to follow this procedure.

Requests for holidays should be submitted to your Manager, giving as much notice as possible.

You should seek to use your holiday entitlement during the year in which it is earned.

Unused holiday entitlement may only be carried forward into the next holiday year with the written permission of the Chief Executive. This will normally be limited to no more than 5 days, and these should be used by the end of March.

The possible right to carry over only applies to the element of your holiday entitlement that is over the statutory minimum 5.6 weeks.

Should you fall sick prior to or during pre-booked annual holidays or bank/public holidays there is no entitlement to take those holidays on another occasion unless specific permission is obtained. The Company will allow this holiday to be taken on another occasion if this contributes towards your statutory minimum annual holiday entitlement and medical certification of your illness is provided.

Staff accrue holiday entitlement during Maternity/Adoption/Paternity Leave periods.

Upon termination of your employment, payment will normally be made for all unused accrued holiday entitlement. If you have taken more annual holiday entitlement than you have accrued during the holiday year, the balance will be deducted from any outstanding pay. Payment for holidays in these circumstances will be made on a pro-rata basis to your service in the current holiday year.

Where termination of your employment is due to gross misconduct or where the full contractual notice period is not served and worked, unused holiday pay will not be paid, apart from any payment required to meet the statutory minimum holiday obligations.

During your notice period, the CDBF reserves the right to decide on the dates on which some or all of your outstanding holiday entitlement may be taken.

Absences including Sickness

Notification Procedure

You are required to telephone your manager as early as possible on the first day of absence, stating why you are absent and when you expect to return. If your absence continues, you must contact your manager regularly to update on your continuing absence.

You must provide the appropriate certificates as referred to below at the relevant times, and complete any absence recording documentation as required on your return to work.

Please note that personal contact is required at all times when contacting the CDBF. The sending of text messages or email will not normally be accepted as notification.

Failure to notify the CDBF as set out will result in the Disciplinary Procedure being used.

Self-Certificate and Statement of Fitness for Work

You should produce the following written evidence of absence and ensure that appropriate documents are provided for the whole of your absence.

Self-Certificate for absence of up to and including 7 calendar days; or

Statement of Fitness for Work for absence of more than 7 calendar days; or

when requested, where more than 3 periods of self-certificated absence occur in any 12 month period (this may have to be obtained at your own expense); or

for absence before or following an annual or bank/public holiday.

Copies of the Self Certification of Absence form are available in the Staff Forms section of the Diocesan Office shared drive or from your manager. If necessary, one will be posted to the member of staff to complete and return to their manager.

You should forward certificates, statements and any correspondence to your manager as soon as possible. Failure to do so may result in pay being delayed or withheld and action under the Disciplinary Procedure being taken.

The CDBF reserves the right to require you to undertake a medical examination by a medical practitioner and/or specialist of the CDBF's choice and/or to seek a report from your Doctor.

Where the CDBF wishes to seek a report from your Doctor, you have rights under legislation; a summary of these rights is included in the document 'Access to Medical Reports' available on the Diocesan Office shared drive.

Statutory Sick Pay

Statutory Sick Pay (SSP) will be paid when you are absent from work due to sickness, provided that you have complied with the requirements and conditions attached to its payment.

When SSP is payable

SSP cannot be paid for the first 3 days of sickness. Therefore, payment usually starts on the 4th day of absence, and continues for as long as you are absent, up to a maximum of 28 weeks in any one period of sickness.

SSP is paid in exactly the same way as normal earnings.

When SSP is not payable

SSP is not payable in certain circumstances, the principal ones being:

- if your average weekly earnings are less than the figure set by the Government for the payment of National Insurance Contributions
- for absence of less than 4 days
- if you have failed to follow the sickness Notification Procedure
- if your employment has terminated
- where Statutory Maternity/Adoption/Paternity Pay is being paid to you
- for days on which you do not normally work (e.g. if you work Monday to Friday and not at weekends, SSP will normally apply to those 5 days only).

The rules on SSP are very complex and you should not hesitate to raise any query you may have with the CDBF.

Other Payment during Sickness Absence

For absence due to sickness, the CDBF may, at its absolute discretion, provide an additional benefit over and above any entitlement to Statutory Sick Pay (SSP).

Staff with two years' continuous service will normally be allowed sick leave on full pay for up to 6 months.

The duration of sick pay for staff with less than 2 years' service shall be at the discretion of the Chief Executive in consultation with their Manager, but will normally be for a period of not more than three months.

Length of service is calculated at the beginning of the period of absence.

In determining eligibility for payment, any periods of paid absence occurring during the twelve months immediately preceding the first day of a further period of absence will be taken into account.

All payments made include SSP.

As with SSP, the notification procedure must be followed in order to qualify for payment.

The CDBF reserves the right at its discretion at any time to withdraw or amend this benefit if your absence, or that of staff generally, is excessive and to take disciplinary action where appropriate.

If you are absent due to sickness during the course of disciplinary proceedings or during investigations into alleged breaches of rules, procedures or contractual obligations, you will not be entitled to sickness payment from the CDBF (other than SSP).

Eligibility for sickness payment will not prevent the CDBF from terminating your employment prior to the expiry of the above maximum benefits.

Important:

If you have been absent due to sickness and are found not to have been genuinely ill, you will be subject to action under the Disciplinary Procedure, which could include dismissal.

Return To Work Interviews

Having regard to its duty of care to its staff, your manager may complete a return to work interview after any sickness absence. This will ensure that you are fit for work and ascertain whether you anticipate any further absence relating to your illness. This will also give you an opportunity to discuss any concerns you may have regarding your illness with your manager.

Sickness during Annual Leave

In the event that you fall ill whilst on annual leave, you should contact your manager at the earliest opportunity, providing full details of the circumstances and your likely date of return to work. On your return you will be requested to complete a self-certification of absence form for authorisation by your manager and to provide medical certification if appropriate. If you wish, the CDBF will allow this holiday to be taken on another occasion if this contributes towards your statutory minimum annual holiday entitlement.

Medical and Urgent Appointments

You are normally expected to ensure that appointments to visit the doctor, dentist, hospital, etc. are made in your own time and outside normal working hours. In the event that this is not reasonably practicable, time off work will be permitted to attend such appointments providing that the appointment is substantiated with an appointment card (if requested) and the timing of the appointment causes as little disruption as possible i.e. at the beginning or end of the working day.

You should give your manager as much notice as possible of any appointments during work time, and you should make reasonable endeavours to make up such time whenever possible. You will be paid for all reasonable time off.

Time Off for Dependants

You are entitled to reasonable time off, without pay, for urgent or unexpected incidents of real need involving a dependant, who is a member of your immediate family or someone who reasonably relies on you for help when they are ill or injured or for making arrangements for them to be cared for in the event of illness or injury.

The entitlement to time off in such circumstances is limited to what is reasonable for you to deal with the immediate problem and sort out any longer term arrangements.

If you are unable to attend work due to unforeseen family circumstances such as the death of a dependant, breakdown of childcare arrangements or illness of a dependant, you may be entitled to reasonable time off work.

You should inform your manager as soon as possible if you need time off under this policy, and you should make reasonable endeavours to make up such time whenever possible.

Bereavement Leave

In the event of the serious illness, death or funeral of a close relative or civil partner, you may be granted reasonable and appropriate time off work with pay at the discretion of the CDBF after careful and sympathetic consideration has been given to the circumstances.

This will normally apply to the following:

- spouse or partner
- mother or father
- brother or sister
- child
- grandchild
- father-in-law or mother-in-law
- grandfather or grandmother
- step-relatives or legal guardian

You should inform your manager as soon as possible if you need time off under this policy.

Pregnancy and Maternity Rights

You have certain statutory rights if you are pregnant. These are addressed below.

The rules on pregnancy and maternity are very complex and any query should be raised with the CDBF.

Ante-Natal Care

You are entitled to reasonable time off work with pay to attend for ante-natal care at appointments made on the advice of a registered medical practitioner, registered midwife or registered health worker. If requested, you must provide a certificate of pregnancy and an appointment card.

Statutory Maternity Pay (SMP)

If you stop work and meet all of the following conditions you are entitled to receive SMP. You must therefore:

- have been continuously employed for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth (EWC)
- have average weekly earnings of not less than the figure set by the Government for the payment of National Insurance contributions
- still be pregnant at the 11th week before the EWC or have given birth by that time
- give at least 28 days' notice in writing that you intend to stop work
- provide medical evidence of the EWC.

For the first six weeks SMP is payable at the earnings related rate (equivalent to 90% of earnings) and for the remaining 33 weeks at the statutory rate as set by the Government, (or 90% of average weekly earnings if this is less than the standard rate).

Maternity Leave

If you stop work no earlier than the 11th week before the EWC, and you meet the following conditions, you are entitled to 52 weeks' maternity leave. To comply you must notify the CDBF in writing as soon as possible or by the 15th week before the EWC unless that is not reasonably practicable, of the following:

- that you are pregnant (preferably by submitting a MAT B1 form);
- the EWC;
- the date on which you intend your ordinary maternity leave to start; and
- if requested, provide medical evidence of the EWC.

The CDBF will confirm to you in writing the date upon which your 52 week maternity leave period will end.

You are legally prohibited from working during the two weeks immediately after the birth, four weeks if you are a factory worker; this is known as the "compulsory maternity leave period" and is considered part of the maternity leave period.

If you give birth before your intended maternity leave start date, your maternity leave will start automatically on the day after the birth of the child.

During the 52 weeks' maternity leave period all contractual benefits except for your pay will be maintained as if you were not absent.

If you wish to return to work before the end of the 52 week period of maternity leave you must give at least 8 weeks' notice of your intended date of return.

If you decide to return to work early and this is at the end of the first 26 week period known as "ordinary maternity leave" you are entitled to return to the job you were in before your absence. If you return to work either during or at the end of the second period of 26 weeks' known as "additional maternity leave", you may be able to return to your original job (or another job which is suitable and appropriate).

The above information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute.

Adoption Leave/Pay

If you are adopting a child and you meet certain qualifying conditions you have the right to take 52 weeks' adoption leave. Statutory Adoption Pay is payable for up to 39 weeks at the statutory rate or 90% of your average weekly earnings if this is less.

The above information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute.

Paternity Leave/Pay

If you are eligible you may be entitled to choose to take either one week or two consecutive weeks' ordinary paternity leave (not odd days) if you:

- have been continuously employed for at least 26 weeks by the 15th week before the Expected Week of Childbirth (EWC) or by the week in which an Approved Adoption Agency matches you with a child;
- have given notice of your intention to take the leave in or before the 15th week before the EWC specifying the EWC, length of period you have chosen to take and the date you have chosen the leave to begin; and
- take the leave within 56 days after the birth (or the date on which the child is placed for adoption) or if the child is born early, within a period from the actual date of birth up to 56 days after the first day of the expected week of birth.

You will be paid for this leave at the statutory rate or 90% of your average weekly earnings if this is less.

If you meet the qualifying criteria and notice requirements you may also be entitled to take up to 26 continuous weeks' of Additional Paternity Leave.

Any period of APL which falls within the paid maternity period will qualify for the remainder of the mother's SMP/SAP/SMA, which will be paid to the father/mother's partner as additional statutory paternity pay.

The above information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute.

Keeping In Touch Days

During maternity leave, adoption leave and additional paternity leave the CDBF may offer you the opportunity of taking up to 10 'Keeping in Touch Days'. These are days when you may work for the CDBF without bringing your maternity leave, adoption leave or additional paternity leave to an end. Work can be any work under your Contract of Employment and may include any training or activity undertaken with the purpose of keeping in touch in the workplace. Any payment for these days will depend on the type of work, training or activity and will be agreed between you and the CDBF.

For further details please refer to your manager.

Parental Leave

You may be entitled to unpaid parental leave as follows if you:

are a parent of a child born or placed for adoption on or after 15th December 1999.

If you have 1 year's service with the CDBF you are entitled to up to 13 weeks' leave for the purpose of caring for a child. This entitlement must be exercised within 5 years of the birth or adoption of the child; in the case of adoption, the entitlement will not apply past the child's 18th birthday, or

are the parent of a child entitled to a disability living allowance.

If you have 1 year's service with the CDBF you are entitled to up to 18 weeks' leave for the purpose of caring for the child up to the child's 18th birthday.

Leave must be taken in a minimum of 1 week blocks (except for where a child is disabled then leave may be taken as single days or multiples of 1 day) and is limited to a maximum of 4 weeks in any year for each child.

At least 21 days' notice must be provided and leave may be postponed apart from leave taken immediately after the birth or adoption, depending on the needs of the CDBF.

The above information is given for guidance purposes only and confers no extra rights to you beyond those provided by statute.

Jury Service

You are entitled to time off work to fulfil your obligations with regard to Jury Service. In the event of you being summoned to attend for Jury Service, you must notify your manager immediately on receipt of the Jury Summons, giving details of the dates you are required to attend Court.

You may be requested to apply to the Court for your Jury Service to be either postponed or delayed if it is considered that your absence will cause substantial injury to the business. A failure or refusal to make a request when requested will lead to action being taken under the Disciplinary Procedure, which may include dismissal.

If you are retained on Jury Service for a prolonged period, you have an obligation to notify the CDBF and must keep in regular contact throughout. You must return to normal working immediately following your release from Jury duties.

You are reminded to ensure that an expenses claim is submitted to the Court in accordance with the available allowances for travelling, subsistence and your financial loss.

Although you are not entitled to payment for this time off, the CDBF will consider requests to make up any difference between the financial loss allowance and basic earnings, provided that the maximum amount has been claimed from the Court.

Public Duties

You are entitled to reasonable time off during working hours to perform the duties associated with the positions listed below. There is no statutory entitlement to payment for this time off. The public positions which qualify are:

- Justice of the Peace;
- Members of a local authority;
- Members of a statutory tribunal;
- Members of a police authority;
- Members of (in Scotland) a health board or (England and Wales) a health authority or special health authority or a primary care trust;
- Members of (in Scotland) a school or college council or the governing body of a central institution or a college of education or (England and Wales) the managing or governing body of an educational establishment maintained by a local education authority;
- Members of (in Scotland) the Scottish Environment Protection Agency or (England and Wales) the Environment Agency;
- Members of (in Scotland) a Visiting Committee to prisons, remand centres and young offender institutions or (England and Wales) a Board of Visitors; and
- Members of the Service Authority for the National Criminal Intelligence Service, or the Service Authority for the National Crime Squad.
- Members of the General Teaching Council for England and Wales.
- Members of the Scottish Water and sewage authorities and water industry consultative committees.

Although you are not entitled to payment for this time, the CDBF will consider payment or alternative working arrangements at its absolute discretion.

Appearing as a Witness

You are entitled to unpaid time off to appear in court as a witness if you have been issued with a witness summons with which you must comply or risk contempt of court. If appearance is voluntary, time off will be at the discretion of the CDBF.

ENSURING A POSITIVE, PLEASANT AND SAFE WORKPLACE

The CDBF has developed a number of policies designed to ensure we maintain a positive, pleasant and safe working environment. These policies outline the behaviours, work methods and procedures which we adopt to enable all staff members to give of their best in their work of supporting the Diocese in its Mission and Ministry, and to ensure that they enjoy a safe and supportive workplace. Every member of staff has a part to play in making these policies effective. Please do your best to become familiar with their contents and to support their intentions.

The Positive Work Environment Policy

The CDBF is committed to creating a harmonious working environment which is free from harassment and bullying and in which everyone is treated with respect and dignity.

It is committed to ensuring that individuals do not feel apprehensive because of their religious belief, gender, marital/civil partnership status, sexual orientation, race, age, disability or as a result of being subjected to any inappropriate behaviour.

Harassment and bullying are unacceptable behaviour at work and will be treated as misconduct, which may include gross misconduct warranting dismissal. All staff must comply with this policy.

The full policy is available on the following shared drive: see <\\server03\Company Shared\Staff Handbook>

The Equal Opportunities Policy

The CDBF wholeheartedly support the principle of equality of opportunity in employment. UK and European laws impose many requirements upon employers and their staff in respect of equality of opportunity. In addition to recognising the need to meet these legal requirements, we believe that by acting according to the principle of equality of opportunity we will benefit from a workforce drawn from a wide cross-section of the community. We aim to recruit and retain the best staff. We believe that such a policy is also in the best interests of our staff.

We recognise a skilled and committed staff as one of the key factors in delivering our objectives within the wider mission of the church. Our aim is therefore to encourage, support and develop the abilities of all our staff; to help them to contribute as much as they can to delivering the objectives of their organisation and to realise their own potential. Reciprocally, staff and prospective staff will be expected to show that they are in sympathy with our aims. We also intend that all other aspects of our policies and practices will be consistent with the principle of equality of opportunity.

The full policy is available on the following shared drive: see <\\server03\Company Shared\Staff Handbook>

Health and Safety Policy

The CDBF is committed to maintaining a healthy and safe working environment in all its offices and workplaces, and will provide all necessary training, equipment and management to preserve the health and safety of staff and members of the public.

To help us to achieve this we request that all staff who work in the Diocesan Office should ensure that they are aware of current instructions regarding first aid (including the names of their First Aiders), fire precautions and other matters concerned with health and safety at work. These are fully detailed in the Health and Safety at Work Policy Statement which is available on the Diocesan Office shared drive. Please take time to read this carefully and raise any questions you may have with your manager.

Such matters may include, for example, eye tests for VDU operators; the suitability of office furniture and equipment; obstructions in corridors; and possibly faulty electrical equipment. Those based at locations other than the Diocesan Office should seek advice about provisions for their particular place of work.

The full policy is available on the following shared drive: see <\\server03\Company Shared\Staff Handbook>

LEARNING AND DEVELOPMENT

We recognise the important part Learning and Development plays in enabling us to increase our efficiency and achieve success in our efforts to support the Diocese in its Mission and Ministry. The CDBF are committed to providing lifelong learning and personal development opportunities to enable our staff to grow both personally and professionally.

Key elements include:

Induction Training

To enable new staff members to quickly understand the organisation structure, Diocesan strategy, basic policies and working arrangements and so to feel equipped and effective in their workplace.

Performance Development Review

Performance Development Review (PDR) is a two-way process between manager and staff member and is founded upon the principle of self-appraisal. Its outcome is an agreed set of objectives and priorities for the coming year and an associated personal development plan. Effective reviews improve communication and feedback, lead to greater job satisfaction, and help both manager and staff member meet changing demands and expectations.

Performance development reviews for all staff take place at least annually. An interim review may also take place following a promotion or job change.

The performance development review (PDR) process enables staff to:

- be clear about their job requirements and performance expectations
- reflect upon the achievements of the past year
- agree objectives and priorities for the coming year
- improve their performance, effectiveness and job satisfaction
- plan their personal development and training

Further details of the Performance Development Review procedure and paperwork are available from your manager and are on the following shared drive: see <\\server03\Company Shared\Staff Handbook>

ORGANISATION RULES AND PROCEDURES

The CDBF seeks to minimise the number of rules and procedures consistent with maintaining a pleasant and harmonious workplace, and dealing with issues that affect either members of staff or the organisation in a fair and appropriate manner.

It is your responsibility to familiarise yourself with these rules and procedures. Any breaches will result in action being taken in accordance with the Disciplinary Procedure. If you have any concerns or require clarification on any issue(s), please raise them with your manager.

The CDBF may need to change the rules from time to time and any such changes will be notified to you as appropriate.

Expenses

The CDBF will reimburse you for approved expenses wholly and necessarily incurred in the course of your work.

It is not the purpose of payment for expenses to provide you with an incentive or reward for non-standard duties. The amount of any payment for expenses will be the additional costs incurred as a result of you undertaking a work assignment.

Expenses will be paid in accordance with the regulations and interpretation of HM Revenue & Customs or suspended if necessary at its instruction.

Any special ad hoc arrangements made to suit particular circumstances will not be considered to set any form of precedent.

You are expected to use the most cost effective transport, methods and routes when travelling to carry out your duties, and should seek to use public transport whenever this is a feasible option.

You will be entitled to claim the following providing they are reasonable, and the appropriate documentation has been completed and supporting receipts (including VAT receipts) submitted:

Cars - mileage at the rate notified and all necessary parking charges and unavoidable tolls. (You are responsible for any fines or penalties incurred)

Trains - standard class fare

Accommodation - cost of room and all necessary meals and reasonable drinks

Meals - as necessary and to a reasonable standard whilst on authorised business.

An electronic copy of the Expenses claims form is available in the staff forms section of the Diocesan Office shared drive.

Warning:

Payment of your expense claims will be delayed or withheld if not properly substantiated. **Fraudulent claims will result in your dismissal.**

Expenses claims should be submitted promptly each month. The CDBF reserves the right to refuse claims for any calendar year which have not been submitted before 15th January of the following year.

Gifts and Gratuities

You should not accept any form of gift, hospitality or gratuity from a contractor, supplier or professional adviser or individuals and organisations within these categories without the prior approval of your manager. The **only** exceptions to this rule are cards, diaries and calendars.

Any relevant gifts, hospitality or gratuities received are to be recorded in the Gifts and Hospitality Register which is maintained by the CEO's office. This includes recording any use of diocesan contractors for work in a personal capacity.

Companies may offer discounts on their goods and services on the basis of your purchasing power as a Diocesan officer. Such discounts must be notified to the Chief Executive immediately. You should avoid the possibility of suspicion that such benefits could be derived from official purchasing power or that personal benefit may influence the placing of a contract. Staff must avoid such arrangements with organisations with which they have official dealings unless they are completely satisfied that no such suspicion could arise.

Use of Private Vehicles on CDBF Business

Where you use your own vehicle on CDBF business you must ensure that you hold appropriate business insurance and a valid MOT certificate (where required). You may be required to produce these, along with your driving licence, when requested so a copy can be kept on file.

The Board will not meet any costs relating to an accident that occurs, or fines incurred while staff members are on official business.

N.B. It is an offence to use hand-held mobile phones whilst driving. You must ensure that you have proper control of any vehicle that you are driving at all times.

Grievance Procedure

Where you have a grievance relating to any aspect of your employment you are encouraged in the first instance to raise the matter informally with your Manager, who will do everything possible to resolve the issue. Our experience is that problems are best addressed early before they have a chance to escalate, and can often be resolved quickly by a considerate response and open discussion. For this reason you should raise any grievance promptly whilst the matter is fresh and the circumstances can be recalled and verified. It may not be possible to consider and resolve issues that have gone stale.

If you feel unable to discuss the matter directly with your Manager, perhaps because it relates to his or her behaviour or prior decisions, you may wish to raise the matter with another member of the management team to seek guidance on an appropriate way forward.

If the matter remains unresolved, or if you wish to go straight to the formal process, you should set out your grievance in writing to your Manager.

It is the CDBF's intention to consider all grievances as soon as possible, and a meeting will be held usually within five days of you raising the grievance. The meeting will enable you to give full details.

You are entitled to be accompanied by a fellow staff member or accredited trade union official at the grievance meeting and any subsequent appeal.

After the meeting your Manager will inform you of his or her decision in writing. If you remain dissatisfied with the outcome, you have the right of appeal to the Chief Executive.

If you wish to appeal, you must inform the Chief Executive in writing with a full statement of your grievance and your reasons for appeal against your Manager's decision. You will then be invited to attend a meeting with the Chief Executive.

Any decision made following the appeal meeting shall be final and will be confirmed in writing within one week.

In the event that your grievance relates to the Chief Executive, then your grievance will be heard and determined by either the Bishop of Chelmsford or the Chair of the Diocesan Board of Finance.

Every effort will be made to deal with grievances as speedily as possible. However, please remember that cases may take some time to investigate fully.

General Rules

Please note – this list is not exhaustive.

You must conduct yourself and perform your work at all times in a manner that is in the interests of the CDBF. Any conduct detrimental to its interests or its relations with any third party, or damaging to its public image, shall be considered to be a breach of the CDBF's rules.

You are expected to achieve and maintain a good standard of work and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.

You are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time your employment commenced.

You are expected to read and observe all authorised notices that are displayed by the CDBF.

You are engaged on the basis that you must be prepared to undertake reasonable duties other than those for which you have been specifically engaged to ensure maximum efficiency.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes the CDBF's vehicles.

You must not ordinarily make use of telephones, faxes, e-mail or postal facilities or any other communication mode for personal purposes, although limited personal calls may be acceptable to deal with urgent or essential matters.

Use of personal mobile phones should be kept to a minimum during working hours, in order to avoid disruption to work.

You are responsible for the safe-keeping of your personal property at work, including any cash you bring on to the premises.

You are not permitted to remove material or equipment of any kind from the CDBF without prior permission.

You must notify the CDBF immediately of any incident causing damage to property belonging to the CDBF (e.g. building, machinery and equipment) or to the property of fellow staff or visitors.

You must not use for your own purposes or profit or for any purposes other than those of the Board, any information which you may acquire in relation to the work of the Diocese, without prior permission.

Working time and/or the CDBF's material or equipment must not be used for any unauthorised work.

You must act in accordance with the CDBF's working procedures.

An orderly and courteous manner must be maintained at all times.

GROSS MISCONDUCT

The following acts are examples of Gross Misconduct offences and as such will render you liable to Summary Dismissal (i.e. Dismissal without notice and without previous warnings). This list is not exhaustive.

Fighting, physical assault or dangerous horseplay.

Deliberate refusal or wilful failure to carry out a reasonable and lawful direct instruction given by management during working hours.

Serious insubordination.

Serious cases of bullying, offensive, aggressive, threatening or intimidating behaviour or excessive bad language.

Theft, or misappropriation of property belonging to the CDBF, customers/clients, other staff or the general public..

Wilful damage or negligence involving damage to property belonging to the CDBF, customers/clients, other staff or the general public.

Performing, arranging or carrying out any work or activity which could be considered to be in competition with, or which adversely affects in any way, the CDBF's interests.

Fraud or any other illegal offence committed against the CDBF.

Deliberately making a false entry in the written records of the CDBF, including but not limited to: inaccurate recording of financial transactions or, the falsification of working hours.

Being under the undue influence of alcohol or drugs during working time.

Being in possession of or dealing in illegal drugs whilst at work.

Breach of safety rules and/or any action, which seriously endangers the health or safety of an employee, or any other person whilst at work.

Knowingly giving false information or deliberately omitting relevant information on your job application form or curriculum vitae.

Unlawful discrimination, including harassment.

Unauthorised access to or disclosure of any confidential information from whatever source including any personal data under Data Protection legislation.

Criminal offence or other action (including but not limited to, making negative or disparaging comments on social media sites or similar) causing harm to the reputation of the CDBF or relations with the CDBF's staff.

Acts of gross negligence or misconduct involving careless or reckless driving, including the use of hand-held mobile phones whilst driving.

Indecent or lewd behaviour of a serious nature.

Serious misuse of the CDBF's e-mail/internet or other computing resources.

Disciplinary Procedure

The Disciplinary Procedure does not form part of your contract of employment for the first year of continuous employment.

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any issues of conduct, capability or other circumstances which may result in a disciplinary warning or dismissal.

Before considering a warning or dismissal, steps will be taken by the CDBF to establish the facts.

At any stage of the Disciplinary Procedure a member of staff may be suspended, on full pay, whilst investigations are carried out. Such a suspension is considered a neutral act and does not imply either innocence or guilt, but merely provides the opportunity for proper investigation to establish the facts. The duration of any such suspension will be kept to the minimum required to facilitate a thorough investigation.

If it is necessary for the CDBF to take action under the Disciplinary Procedure the member of staff will be invited to a formal disciplinary hearing, at which they will have been given the right to be accompanied by a fellow member of staff or an accredited trade union official.

In advance of that hearing they will be issued with a written statement setting out the nature of the conduct, capability or other circumstances that forms the subject of the disciplinary hearing.

The member of staff should make every effort to attend the hearing.

At the hearing, the member of staff will be given the opportunity to respond to the allegations and make any points they wish the person chairing the hearing to consider.

A decision on the appropriate outcome will be made after the hearing is complete, and the chairperson has had the opportunity to reflect on all the information and carry out any further investigation that is appropriate.

The CDBF may commence the Disciplinary Procedure, depending on the circumstances, at any of the following levels:

Verbal warning

A record of the verbal warning will be placed in an individual's personnel file.

Written warning

A written warning will be issued and a copy placed in an individual's personnel file.

Final written warning

A final written warning will be issued and a copy placed in an individual's personnel file.

Dismissal

Dismissal may be with or without notice depending on the circumstances, and may occur whether or not warnings have been issued.

If appropriate, informal action will be taken by the CDBF to resolve problems relating to conduct, capability or other circumstances.

All formal warnings will remain live on file for a 12 month period, unless expressly stated otherwise.

Staff are entitled to appeal against any disciplinary or dismissal decision taken, such appeal being held in accordance with the Appeal Procedure, which is outlined below.

Appeal Procedure

The Appeal Procedure does not form part of your contract of employment for the first year of continuous employment.

If you wish to appeal against any disciplinary warning or a decision to dismiss, you should apply in writing within five working days. You will be invited to attend a meeting and you should take all reasonable steps to attend.

After the appeal meeting you will be informed of the final decision.

You should address your appeal to the Chief Executive.

You will be given the opportunity to be accompanied at the meeting by a fellow member of staff or accredited trade union official.

The appeal will be considered, within 10 working days of receipt if possible. The decision will be conveyed in writing, within 3 working days of the appeal hearing if possible.

Capability Procedure

Whilst the Disciplinary Procedure is used for instances of misconduct, e.g. failure or refusal to follow procedures or other misbehaviour, the CDBF may use the Capability Procedure if a member of staff is unable to fulfil the requirements of their job role.

In this event, the procedure that will be followed is the same as for disciplinary matters; however at each stage efforts will be made to understand the problem(s) being experienced and the reasons for them. During the course of the procedure actions that may be considered in an effort to remedy the problem could include:

- Additional training in the areas of shortfall
- Coaching, counselling, extra supervision

At each stage of the procedure, time will be given to enable the necessary standard to be achieved. Written warnings will include targets for improvement and any measures, such as additional training or supervision, which will be taken with a view to improving performance to an acceptable level.

Should such options and appropriate warnings not prove successful, then dismissal may follow. Dismissal following warnings will be with appropriate notice. The CDBF may first consider redeploying a member of staff to another available job at the same or lower grade that is more suited to their abilities.

Organisational Change

The CDBF works in an increasingly dynamic environment, which presents new challenges and opportunities requiring the organisation to be flexible and responsive. Changes in circumstances, strategic priorities, the economic environment, technologies, legislation and many other factors make it necessary for us to work together to improve the way in which we do things and our structure and working arrangements, in order to remain efficient and relevant in serving the needs of the Diocese.

In practice this means we need to regularly review job descriptions and reporting relationships as the need for some familiar activities diminish or disappear and new ones take their place. Staff flexibility and cooperation in working with such changes is a major help in avoiding more drastic measures such as redundancy. When the need for change becomes apparent every effort is made to consult with the staff affected, and to engage them whenever practicable in the development of proposals for future working arrangements, and so to achieve the best possible solution and mutual agreement.

Unfortunately, despite the best efforts of the CDBF and the flexibility of staff in accepting changes to their responsibilities, it is possible that circumstances will arise which require consideration of redundancy. In these circumstances the following policy would apply.

Redundancy Policy

Every attempt will be made to ensure your continuing employment in the event that the CDBF is faced with a shortage of work situation or is unable to provide you with work for any other reason.

If the need arises to reduce the number of staff, the overriding consideration at all times will be the future viability of the business. The CDBF will use such criteria, as it considers appropriate to the circumstances at the time of redundancy.

Further details of the CDBF's Redundancy Policy are available on the following shared drive: see <\\server03\Company Shared\Staff Handbook>