**Terms and Conditions for administrative, financial and secretariat staff employed by the diocese of Connor and the Diocese of Down and Dromore**

**Terms & Conditions of employment for staff within the structure reflect the statutory provisions and are compliant with the rights of employees and the obligations of the employer. The following sets out a number of specific provisions.**

**SALARY BANDINGS:**

The salary band for each position is shown on the relevant Job Description. Each post will have a 3 point incremental scale on the salary band. New staff will commence on the bottom point and receive an increment for each additional 3 years service until reaching the scale maximum. A 2.6% pay increase has been agreed for the incoming financial year with effect from 1/01/2018.

**PENSIONS:**

An employer contribution of 8% is available to staff. The employer will comply with its obligations regarding the pensions AUTO ENROLMENT regulations (which also require an employee contribution to be made. There are specific opt out provisions).

**HOLIDAYS:**

The holiday year runs from 1 January to 31st December inclusive each year. The normal leave entitlement is 32 days annual holiday, pro rata, inclusive of statutory holidays, with pay. The employer does not distinguish between customary/statutory/public holidays and annual leave. Additionally an extra 3 days will be added after 3 years’ service.

NB: Annual Holiday Arrangements

The office may close on certain days during the year and staff will be required to take part of their holiday entitlement on these days. The exact dates of these close-down periods will be determined by the employer and notified to you in advance each year.

**HOURS OF WORK:**

Office hours are 9am -5.15pm Monday to Friday. Staff work 37.5 hours per week with a 45 minute lunch break and a paid morning break of 15 minutes. Staff may occasionally be asked to work additional hours. This will be by agreement and will attract either Time off in Lieu or payment if appropriate.

**ABSENCE DUE TO SICKNESS:**

The Statutory Sick Pay (SSP) regulations will apply to all eligible staff. In addition there is an occupational sick pay scheme based a maximum of 3 months pay on sick leave in any 24 month period. This provision will apply to staff with at least one year’s continuous service. Once this provision is exhausted normal SSP provisions will apply.

**GENERAL:**

The Employee Handbook is available to all staff. It will continue to detail the full range of provisions and personnel protocols & processes applying to the employment conditions for staff.

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