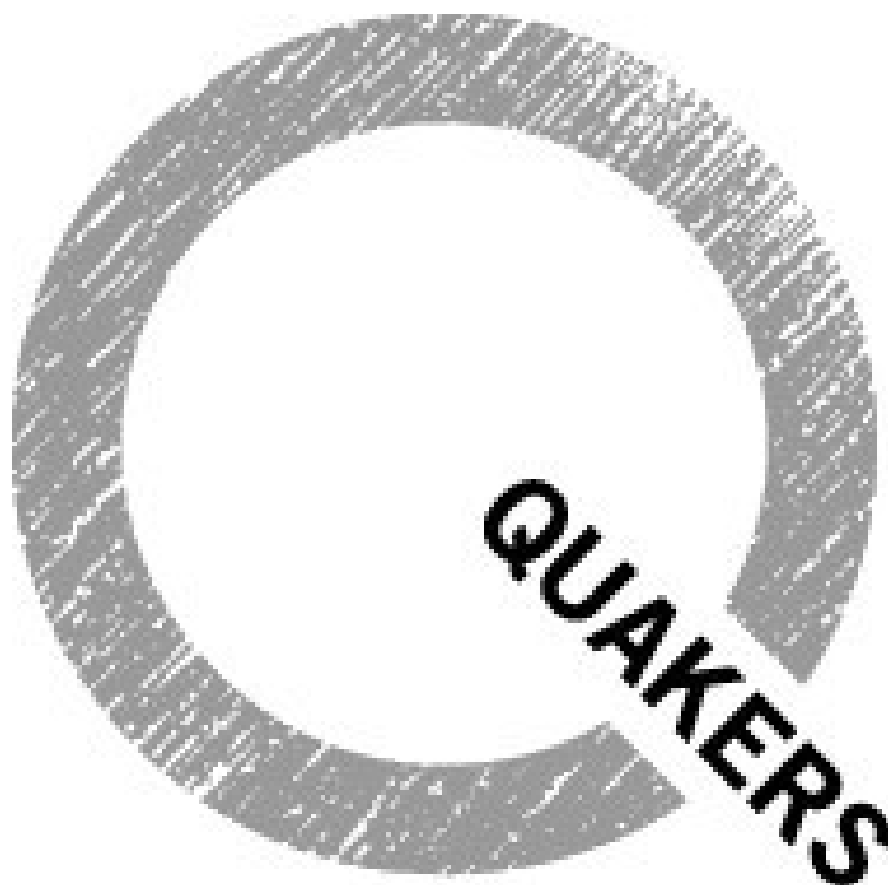


# Central England Area Quaker Meeting

## Trustees' Employment Committee



# Handbook for Employees

## 2018

If you, or someone you know, needs this document in large print, audio, or another language, please contact the office, 0121 236 2644 or [ceq@phonecoop.coop](mailto:ceq@phonecoop.coop).



## Central England Area Quaker Meeting

### Employee Handbook

#### Introduction

##### ***Welcome***

We are pleased to welcome you as an employee of Central England Quakers. This Handbook gives you basic information about Quakers, our Area Meeting, and what you can expect as an employee. Your line manager will be able to give you more information, and you may also consult the Area Meeting website at [www.centralenglandquakers.org.uk](http://www.centralenglandquakers.org.uk) or the website of Quakers in Britain - [www.quaker.org.uk/](http://www.quaker.org.uk/)

##### ***Who are the Quakers?***

We try to live in peace, simplicity, truth and equality, finding God in ourselves and those around us. Our meetings offer a welcome opportunity for spiritual exploration, and our focus is on experience rather than written statements of belief. Our sense of community does not depend on professing identical beliefs, but comes from worshipping, sharing and working together. We meet in worship without leaders or a formal “service”. We wait for the Spirit of God (or whatever you call it) to move us to prayer, ministry, or song. There are about 20,000 Quakers in Great Britain, but many more worldwide. Find out more from [www.quaker.org.uk/](http://www.quaker.org.uk/) or [centralenglandquakers.org.uk/about-quakers/](http://centralenglandquakers.org.uk/about-quakers/)

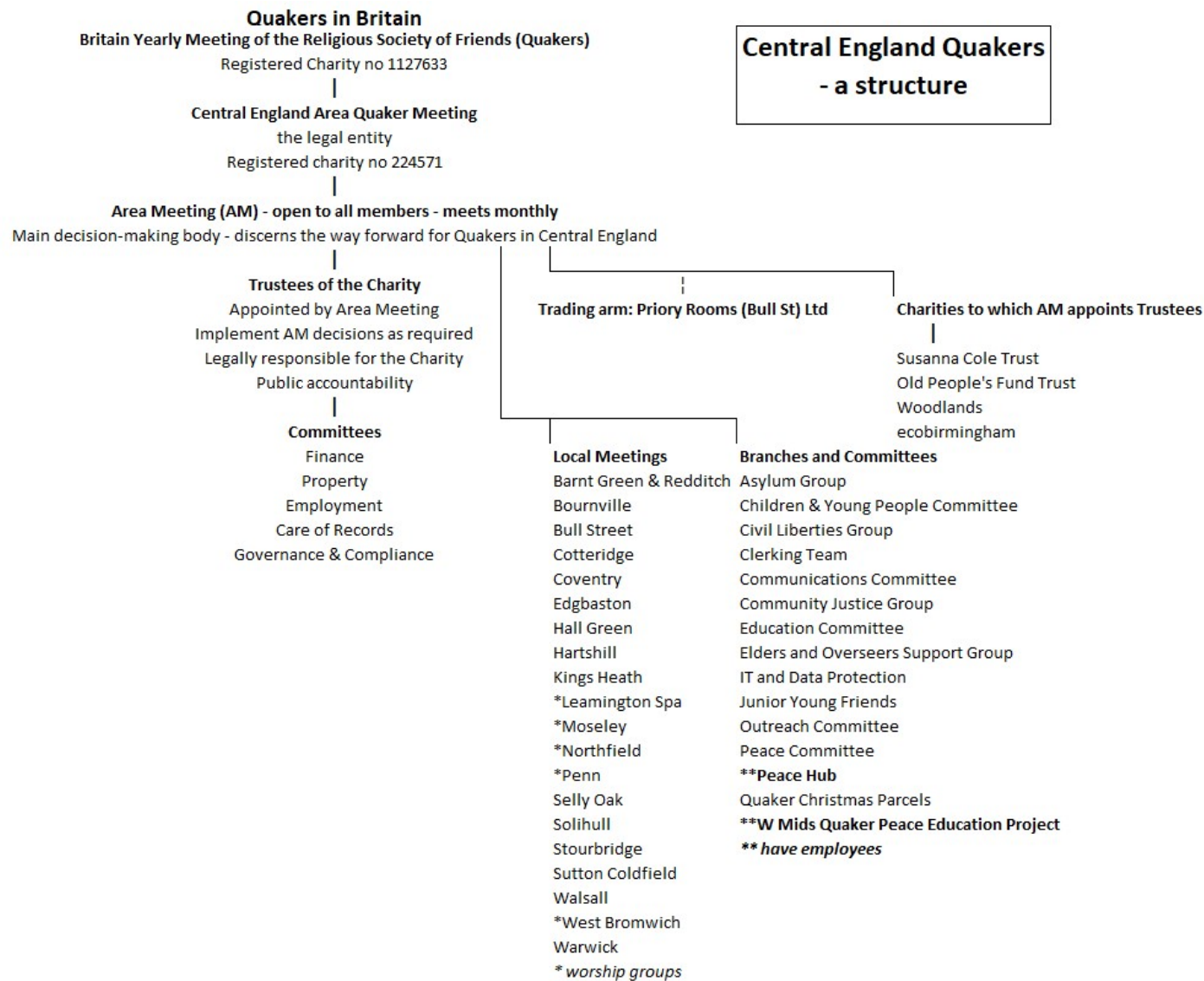
##### ***Central England Area Quaker Meeting***

Central England Area Quaker Meeting covers a wide area of the West Midlands, and includes 16 Quaker Meetings, and 13 Quaker Meeting Houses. It is the largest Area Meeting in Britain Yearly Meeting (BYM), with about 900 members and attenders.

Employees include staff of two “projects” (the West Midlands Quaker Peace Education Project (Peacemakers) and Peace Hub), employees at Meeting Houses - cleaners, caretakers, administrators and wardens, and our Area Meeting Secretary. All staff are employed by the Area Meeting and not by their local meeting, “project”, etc., although that is where their line management will be based.

##### ***Legal Information***

The Charity: Central England Area Quaker Meeting Charities, registered charity 224571  
Registered address: 40 Bull Street, Birmingham, B4 6AF.  
Telephone: 0121 236 2644; [ceqam@quaker.org.uk](mailto:ceqam@quaker.org.uk) or [ceq@phonecoop.coop](mailto:ceq@phonecoop.coop)



**Central England Quakers**  
**- a structure**

## **Employee information: summary**

The information below is in summary form: please ask your line manager for full information. All our employment policies, procedures, forms, and other useful information are available on Office 365, and via [centralenglandquakers.org.uk/employment/](http://centralenglandquakers.org.uk/employment/).

Wardens and staff in similar positions are encouraged to join the wardenship e-group - <http://lists.quaker.eu.org/mailman/listinfo/wardenship>

### ***Contracts and job descriptions***

You will be issued with your contract of employment (**Written Statement of Terms and Conditions of Employment**) and job description within eight weeks of commencing your employment (or new post) with CEAQM. The Contract will set out your hours of work, place of work, entitlement to holidays, sick pay, notice periods, and other conditions, which apply to your job. Pay day is on or about the 23<sup>rd</sup> of each month. Your job description sets out your main duties.

If you were appointed during or after September 2016, your contract will include details of your

- Probationary period
- Hours of work, overtime and time-off-in-lieu (TOIL)
- Sick Pay and Sickness Absence procedures
- Annual leave

Contracts agreed prior to that may not include these details: please ask your line manager for full information.

### ***Equal Opportunities***

We have an equalities policy designed to offer protection from all forms of discrimination and unlawful or unfair treatment.

### ***Induction***

All new employees should have a process of induction, which will include any training initially required for the performance of the post.

### ***Probationary Period***

Please see the document "Induction and Probation for Staff", which sets out how your probationary period should be managed and assessed.

### ***Management and supervision***

Our Appraisal & Performance Management Policy sets out how your line manager should support you at work.

### ***Disciplinary Issues***

Most employees will observe acceptable standards of performance, behaviour and attendance. When there is a situation where an employee fails to comply with requirements, then our disciplinary procedure aims to give the employee the opportunity to improve performance, behaviour, and/or attendance by outlining the standards required of them and the way these can be achieved.

### ***Problems at work***

If you have a problem at work with a colleague or colleagues, or other issues you are unable to resolve, there is a Grievance Procedure available to help you resolve the matter(s).

### ***Annual leave***

Your entitlement to annual leave will be included in your contract. Entitlement is calculated pro rata for part time employees. There is a form which you and your manager may use to enable you to record annual leave, as well as time off in lieu of overtime (TOIL).

### ***Maternity, paternity and parental leave***

Central England Area Quaker Meeting (CEAQM) gives its employees the full range of statutory maternity, paternity and parental leave rights.

### ***Flexible working***

ACAS provides guidance on flexible working - [www.acas.org.uk/index.aspx?articleid=1616](http://www.acas.org.uk/index.aspx?articleid=1616)

### ***Expenses***

Guidance and a form are available for you to claim expenses. You must have prior approval from your line manager in order to claim expenses, including for travel by public transport or your own vehicle.

### ***Termination of employment/ period of notice***

This is set out in your contract.

### ***Redundancy***

If a redundancy or redundancies are required, then we have a policy and procedure which sets out how the process should be managed in line with the law and good practice.

### ***Health and Safety, and lone working***

Our Health and Safety Policy and Procedures set out how health and safety should be managed and protected; it should have been adapted and approved in relation to the premises at which you work. It includes a risk assessment process for lone working, and a form for action planning.

Guides on safe manual handling, working at height, and using VDUs (computer screens etc.) are available from the Health and Safety Executive (HSE) - please ask your line manager for full information. There is a risk assessment form for use for trips and events.

### ***Safeguarding children, young people and vulnerable adults***

CEAQM's safeguarding policy and procedures sets out what to do to protect children, young people and vulnerable adults from abuse, and how to respond if there are any incidents, actual or suspected. There is a summary version at <http://centralenglandquakers.org.uk/safeguarding/>.

### ***Confidentiality, Data Protection, care of property etc.***

We expect all employees to respect **confidentiality**, including seeking permission from their line manager before dealing with media, and to take care of the charity's property, including computers etc. Some information is intellectual property which must not be shared without permission. We have a set of policies and forms to comply with GDPR (the General Data Protection Regulations 2018) – ask your manager for copies or go to <http://centralenglandquakers.org.uk/privacy/>. Be especially careful not to disclose others'

email addresses, phone numbers, and other personal information without explicit permission.

### **Dealing with money**

If your job requires you to deal with money in any form, there is a library of financial procedures and your manager should provide you with those relevant to your work.

### **More information**

Below is a list of employment-related documents which may be accessed via <http://centralenglandquakers.org.uk/employment/>. The Employment Committee aims to review these every three years. If you have any comments to make on any of them, please contact the Area Office, marking your letter or email for the attention of the Clerk to the Trustees' Employment Committee.

#### **Policies and procedures, etc.**

Recruitment, Selection and Appointment of Staff  
Induction and Probation for Staff  
Appraisal & Performance Management Policy & Form  
Disciplinary procedure  
Grievance procedure  
Health and Safety Policy

- includes lone working risk assessment process and form

Flexible Working  
Maternity, Paternity and Parental Leave  
Management of sickness absence and long-term ill-health  
Volunteer Policy  
Equalities Policy  
Redundancy  
Staff Contract - terms and conditions of service  
Service Occupancy Agreement  
Guidance on Expenses Claims  
The Summary Safeguarding Document is at <http://centralenglandquakers.org.uk/safeguarding/>

#### **Forms**

Job description template  
Person Spec template

Employment Application Form  
End of Probationary Period Review Form  
Expenses Claim form  
Annual Leave & TOIL record sheet  
Job offer template  
Sickness Absence Monitoring Form  
Risk Assessment form for events

#### **Other useful documents**

ACAS Guide to Handling small scale redundancies  
ACAS: Equality Act 2010: guide for employers  
Flexible Working (CIPD)  
Guide to manual handling (Power Point presentation)  
HSE Guide to Manual Handling  
HSE working with VDUs  
HSE information on Working at Height and Toolkit  
Zero hours contracts – CIPD factsheet

#### **Other sources**

If a policy and/or procedure does not cover a specific situation we will refer to the ACAS website [www.acas.org.uk](http://www.acas.org.uk) or to Quakers in Britain at [www.quaker.org.uk/our-organisation/quaker-roles/employers-wardens](http://www.quaker.org.uk/our-organisation/quaker-roles/employers-wardens)

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