



PERSONNEL

POLICIES

&

PROCEDURES

- 1. Annual Leave, Sickness and Absence**
- 2. Disciplinary**
- 3. Grievance**

Capel-le-Ferne Parish Council

Annual Leave, Sickness and Absence Policy

Introduction

Capel le Ferne Parish Council recognises the importance of supporting its employees in a way which promotes and sustains positive, productive and safe working environments. Directly relevant to this is the provision of Annual Leave, to ensure that full

The Council philosophy is that the annual Leave entitlement at a minimum must meet the requirements of current employment legislation, and preferably exceeds those requirements.

Where the post offers flexible working hours annual leave should be taken at times convenient to both Council and employee. Absences due to ill health need only be reported if it affects working time.

Annual Leave

1. The calculation of annual leave entitlement commences from the first day of employment. In addition to the normal bank and public holidays, entitlement is twenty working days' leave in each leave year (pro rata for working hours). The leave year runs from 1st April to 31st March.
2. Leave entitlement will increase to twenty-five working days per year ((pro rata for working hours).) when not less than five years of continuous service has been completed immediately prior to the commencement of the leave year.
3. In addition to normal bank and public holidays, entitlement will include two extra statutory days (the timing of these extra-statutory holidays will be by mutual arrangement and must be taken at times convenient to the Council).
4. If joining the Council from another authority or other qualifying public body, previous service will be taken into account in calculating holiday entitlement.
5. If employment commenced or terminates part way through the leave year holidays during that year will be assessed on a pro rata basis. Deductions from final salary due on termination of employment will be made in respect of any leave taken in excess of entitlement.
6. Holidays must be taken at times agreed with the Council. By mutual agreement no more than five days leave may be carried forward to the next leave year.
7. In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of yourself or medical certificate and further annual leave will be suspended from that date.

Sickness Absence

1. In case of absence from work on account of sickness or injury, you or someone on your behalf should inform the Council of the reason for this absence as soon as possible, but no later than the end of the working day on which the absence first occurs.
2. In respect of absence lasting up to seven calendar days, Chair/Vice-Chair or your line manager and self-certificate your absence should be informed.
3. In respect of absence relating to illness lasting more than seven calendar days, a medical certificate stating the reason for the absence must be provided and thereafter a consecutive medical certificate to cover any subsequent period of absence provided.
4. Agreed basic remuneration in line with the scale of payment for any one year that runs from 1 April to 31st March will be paid. The Council will be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs.
5. Entitlement to payment is subject to notification of absence and production of medical certificates as required above.
6. The Council operates the Statutory Sick Pay scheme and the maintenance of necessary records is required. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
7. The Council reserves the right to require you at any time to submit to a medical examination by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.
8. Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

Capel-le-Ferne Parish Council

Disciplinary Procedure

1. Purpose of the procedure/Introduction

Capel-le-Ferne Parish Council's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when the company rules are broken and provides a fair, effective and consistent method of dealing with disciplinary matters. The procedure is designed as a means of encouraging employees to conform to acceptable standards.

2. Principles

- Employees are expected to know the standard of conduct or work expected of them.
- Employees will be provided with details of the allegations and any evidence in support of this prior to the meeting and they will be given the opportunity to state their case
- An employee is entitled to be accompanied by a trade union representative or work colleague at the meeting
- No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct
- Employees have the right to appeal against any disciplinary action taken

The procedure must always be followed.

3. Informal discussions

Before taking formal disciplinary action, the designated councillor will make every effort to resolve the matter by informal discussion with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

Employees and managers should understand the difference between routine admonishment and action taken under the procedure.

4. First or formal verbal warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded but disregarded after 3 months satisfactory service, providing there have been no subsequent disciplinary issues.

5. Written warning

If the conduct is regarded as more serious or the employees work or conduct are considered unsatisfactory after they have received a formal verbal warning, a disciplinary meeting may be called.

After a period of 6 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire. The procedure of calling a meeting is outlined at appendix

6. Final written warning

If the employee's work or conduct fails to improve, or where the allegation is particularly serious, the manager will follow the same procedure for a written warning. If proven, a final warning, will be given to the employee warning that any further misconduct will result in a dismissal with appropriate notice. Employees will be paid for this notice period.

After a period of 12 months, if not further disciplinary action has been found necessary and the issue has been resolved, the warning will expire.

7. Gross misconduct

An employee can be dismissed without notice on grounds of gross misconduct. The employee will be suspended with pay while the circumstances of the alleged incident are investigated.

A dismissal must be confirmed in writing within working days of the date of the disciplinary interview.

8. The right to appeal

If the employee wishes to appeal against any disciplinary decision, they must appeal, in writing, within five working days of being notified of the decision.

Procedure for calling disciplinary meeting

The procedure for arranging a disciplinary meeting will mirror that for a grievance hearing.

Capel-le-Ferne Parish Council

Grievance Procedure

1. Purpose of the procedure/Introduction

Capel –le-Ferne Parish Council’s aim is to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2. Informal discussions

If an employee has a grievance about their employment they should discuss it informally with a (*designated*) councillor. We hope that the majority of concerns will be resolved this way.

3. Stage 1 – statement of grievance

If the employee feels that the matter has not been resolved through informal discussions, they should put your grievance in writing to a (*designated*) councillor

4. Stage 2 – the grievance meeting

Within 7 working days the (*designated*) councillor will respond, in writing, to the statement, inviting the employee to attend a meeting where the alleged grievance can be discussed. This meeting should be scheduled to take place as soon as possible and normally 5 working days’ notice of this meeting will be provided to the employee and they will be informed of their right to be accompanied.

Employees must take all reasonable steps to attend the meeting, but if for any unforeseen reason the employee, or the employer, can’t attend, the meeting must be rearranged.

Should an employee’s companion be unable to attend then the employee must make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 working days of the original date provided. These time limits may be extended by mutual agreement.

After the meeting the (*designated*) councillor hearing the grievance must write to the employee informing them of any decision or action and offering them the right of appeal. This letter should be sent within 2 working days of the grievance meeting and should include the details on how to appeal.

5. Step 3 – appeal

If the matter is not resolved to the employees’ satisfaction they must set out their grounds of appeal in writing within 3 working days of receipt of the decision letter.

Within 3 working days of receiving an appeal letter, the employee should receive a written invitation to attend an appeal meeting. The appeal meeting should be taken by a more senior manager not involved in the original meeting.

After the appeal meeting with senior manager must inform the employee in writing of their decision within 2 working days of the meeting. Their decision is final.