

Contract of employment and main terms and conditions of service

Employer:
Employee:

Employment commences:

Job title:

Salary:		
Pay Interval:	Pay day:	Method of payment:

Normal working hours:	Nature of employment
Normal working days:	
Full-Time Permanent	
Overtime: Within the parameters of existing legislation, overtime may sometimes be required for the efficient operation of the business. Overtime is usually unpaid; however, time off in lieu may be agreed with the Executive.	

Leave year:		
Paid public holidays:		
Paid annual leave:	Length of Service:	Entitlement:

Location:

Sickness and absence: Refer to staff handbook, sections

Pension/ retirement:

This job is not contracted out of the State Earnings Related Pension Scheme (SERPS), unless so requested in writing.

Notice to terminate employment

From the Employer:

From the Employee:

Disciplinary rules

For persistent misconduct or poor performance: one verbal warning, one written warning, followed by dismissal. Gross misconduct will result in summary dismissal. All disciplinary situations will be thoroughly investigated and employees permitted to state their case in a fair process. Employees may appeal against disciplinary sanctions. For full details, refer to Staff Handbook,

Grievance procedure: Refer to Staff Handbook

All other conditions of employment will be in accordance with the employee's Letter of Appointment and Staff Handbook. The association reserves the right to amend terms and conditions from time to time, with reasonable notice.

Signed on behalf of the _____ Association : _____
Date: _____

Signed by Employee : _____
Date: _____

THE *****ASSOCIATION

EMPLOYEE DETAILS

1. Please complete the details below and return to the Association chairman.
2. Inform the chairman immediately, in writing, of any changes to this information.

TITLE: _____ **SURNAME:** _____ **FORENAMES** _____

ADDRESS: _____

_____ **Postcode** _____

TELEPHONE NO: _____

DATE OF BIRTH _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

Name: _____

Address _____

Telephone No: _____

Relationship _____

EMPLOYEE'S BANK: _____

BANK ADDRESS: _____

ACCOUNT NAME: _____

ACCOUNT NO: _____

SORT CODE: _____

NATIONAL INSURANCE NO: _____