**PERSONAL ASSISTANT**

**CONTRACT of EMPLOYMENT**

This document sets out the main particulars of the terms and conditions of your employment.

**Employer:**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

Address:

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

Telephone: **Home****Mobile**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**Employee:**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

Address: **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

 **Home Mobile**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

Telephone:

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**Job title:** Personal Assistant

**Start date:**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**Place of work:**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

 **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

From time to time you may be required to work at other locations and you may be required to travel in the course of the proper performance of your duties.

1. **Pay**

The current rate of pay is £ per hour.

Payments will be made on a 4 weekly basis by either cheque or bank transfer (preferably) (circle one). Any HMRC (Her Majesty's Revenue and Customs) Tax and National Insurance contributions will be deducted as appropriate.

1. **Hours of work**

Your normal hours of work will be \_\_\_\_ hours per week. Dependent upon the shift you are working you may be entitled to rest/meal breaks. Breaks are unpaid and do not form part of the core hours. You are entitled to leave the premises during your break. You may be asked to work your minimum hours according to a rota that may cover any day of the week at any time of the day and may include night shifts. You will need to sign for hours worked in any week/month.

1. **Probationary period**

You will be employed for a probationary period of weeks. During this period employment can be ended by either side by **one week’s notice**. I may make payment instead of requiring you to work any period of notice.
At the end of this period, subject to satisfactory review, this contract will be made permanent.

1. **Retainer pay**

If for any reason I do not require your services, I have the right to put you on a period of lay off without pay. Subject to you having successfully completed your probation period, during any period of lay off you are entitled to a retainer payment of up to four weeks at half pay in any one period of lay off. This is subject to a maximum of eight weeks retainer payments being made in one financial year. This arrangement may apply for up to eight weeks total in any year (1st April to 31st March).

1. **Holidays**

Your holiday year runs from 1st April to 31st March. Your holiday entitlement is the statutory holiday entitlement which is 5.6 weeks per year (this is 4 weeks paid holiday plus 8 Bank Holiday’s at double pay) from 1st April onwards, based on the weekly contracted hours.

Any requests to take annual leave must be agreed with me at least two weeks prior to the requested date(s).

1. **Punctuality**

You are expected to be a good timekeeper. Punctuality is crucial to this job. However, if you are going to be more than 15 minutes late, you should telephone and advise me as early as possible.

1. **Absence from work**

If you are unable to come to work for any reason, you (or someone on your behalf) must inform me as soon as possible so that I can make other arrangements. You should indicate the reason for your absence and its likely duration. Failure to do so may render you subject to disciplinary action.

1. **Absence through sickness**

If you are absent through sickness you must notify me as soon as possible. For the first seven days, including weekends, a self-certificate will be acceptable. For illness of **more than seven days**, including weekends, a doctor’s certificate must be produced on the **eighth** day, and weekly thereafter.

**You will not be paid for periods when you do not work,** except for your entitlement under the Statutory Sick Pay (SSP) Scheme (**Note:** the first 3 days of sickness do not attract SSP) and any unauthorised absence may be treated as a disciplinary offence.

1. **Termination of Employment**

If you wish to terminate your employment with me, you are required to give four weeks’ notice in writing.

Should I wish to terminate your employment for reasons other than gross misconduct you will be entitled to a minimum of one week notice for each completed year of employment up to a maximum of twelve weeks’ notice

At the end of your employment, at my discretion, you will either be paid for accrued leave not taken, or be obliged to take the remaining leave. A deduction will be made from your final pay for leave taken in excess of your accrued entitlement.

1. **Confidentiality and Security**

You must respect my privacy, and that of my family, and maintain a professional approach at all times. You should keep any information gained in the course of working for me confidential and not discuss my affairs with others, unless with my specific permission; failure to do so may be seen as a breach of contract, subject to disciplinary procedures.

1. **Use of facilities**

Use of my facilities or equipment for personal use is not permitted without my prior consent.

1. **Pension**

When required, I will comply with the employer responsibility to operate qualifying contributory pension scheme to which you will be auto-enrolled into, subject to the conditions of the scheme.

A qualifying scheme is a pension scheme which is qualifying for the purposes of section 16 of the Pensions Act 2008.

You shall pay such contributions to the scheme as may be required by the rules of the scheme as amended from time to time. The contributions shall be made by way of deductions from your salary.

1. **Supervision and Training**

Supervision and support will be given on a regular basis to ensure your skills are developed and strengthened. Opportunities will be provided for you to take advantage of appropriate training and learning. Alternatively you may discuss with me any training that you may feel would enhance your own personal development.

1. **Union Membership**

You may join a union of your choice.

1. **Disciplinary and Grievance**

These procedures are not contractual. Disciplinaries will be held in accordance with any procedures and policies which may be provided from time to time or in the alternative in accordance with ACAS codes of practice.

Grievances should be presented to me in writing and I will endeavour to respond within a reasonable time frame. Grievances will be dealt with in accordance to policies and procedures which may be issued from time to time or in the alternative in accordance with ACAS codes of contact.

1. **Health and Safety at Work**

Employees are reminded that they have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of themselves and their fellow employees. Wilful breaches of the health and safety policy will be dealt with through the disciplinary procedure. I am insured against accidents or injury under the Employers and Public Liability Policy.

1. **Equal Opportunities Code of Conduct**

Harassment or discrimination by an employee towards another employee, volunteer or other will be dealt with through the disciplinary procedure. No employee who provides information about discrimination will be victimised.

1. **Variation to contract**

Proposed variations to this contract will be notified to employees and a period of consultation entered into with the aim of reaching an agreement. I reserve the right at the end of this period of consultation to vary the contract of employment if there is a substantial reason, *e.g.* a change in my allocation of Direct Payments regarding hours.

**Employee**

**I agree to the terms and conditions of this contract, and acknowledge that I have received a copy.**

**Employee’s signature……………………………………………............................**

**Date…………………………………………………………**

**Employer’s signature…………………………………………………………………**

**Date…………………………………………………………**