

Pastor – Working from Home Policy

Castlefields Church, CIO, Charity No: 1192197

The contents of this policy are extracted from sections 5, 6 & 7 the Contract of Employment of the Full Time Elder / Pastor and are repeated in full below

5: Your normal Place of Work

5.1 Your normal place of work is your home address.

5.2 In the course of your duties you may be required to work at other locations locally as the Employer may reasonably require. You will not be required to work outside of the United Kingdom.

5.3 Your Employer will supply, install, service, repair and maintain such computers, printers, photocopiers, furniture, stationery, internet connections and such other office essentials and services as are agreed with the Trustees, at its own expense. You may be responsible for any damage to the property and equipment which goes beyond ordinary wear and tear. You shall report to the Employer any damage to or malfunction of the property supplied to you under this Contract. (This applies to an office in the church when such exists).

5.4 You will not do, cause or permit any act or omission which will void the policy of insurance covering the Employer's property and equipment.

5.5 You confirm that you are not in breach of any covenant or agreement in undertaking employment at your home address.

5.6 You will complete without delay all health and safety questionnaires which the Employer may send to you from time to time and you undertake to adhere to all health and safety guidelines and instructions which may be given to you.

6: Your residence

6.1 You are required to reside within a radius of ten miles from the Church Premises to enable you to perform your duties more effectively.

7: Your Days and Hours of work and rules

7.1 There are no normal hours of work due to the nature of your position. However, it is expected that you will average 37.5 hours per week over a 4-week period. You are required to work such hours and at such times as are reasonably necessary for the conscientious discharge and proper performance of your duties.

7.2 Your normal working days are Monday to Sunday. Due to the nature of your work, your working days may vary from week to week in accordance with the Church timetable. However, it is agreed that you will, as far as this is possible, always have one full day, not being a Sunday, clear of any Church work.

7.3 You voluntarily agree that the requirement that your working time, as defined by the Working Time Regulations 1998, in any applicable reference period shall not exceed an average of 48 hours for each seven days, shall not apply to you. You further agree that you will give the Employer three months' notice in writing should you wish to terminate the opt-out agreement

referred to in this clause which will otherwise apply indefinitely.

7.4 You are required at all times to comply with our rules, policies and procedures in force from time to time.

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Policy Approved by Trustees Meeting & recorded in Minutes

Date: 30/01/24

Next Review to be undertaken:

Date: (max 12 months from above date)