

**St John's Church Harpenden  
PCC Employment Policy**

<b>Policy Owner</b>	<b>Vicar</b>
<b>Last updated</b>	<b>30 Sept 2019</b>
<b>Last adopted by PCC resolution</b>	<b>30 Sept 2019</b>

**Preamble**

At any one time the PCC employs a small number of staff to assist with the running of the church, administratively and as part of our worship. The PCC has a responsibility both to employees and to the congregation to ensure that the employment arrangements are appropriate, protecting both the employee and St John's.

The aim of this policy is to specify certain minimum standards that should apply to the employment of individuals.

**Policy**

1. Nothing in this policy overrides the duty of the PCC to follow relevant and applicable employment legislation.
2. This policy should be read in conjunction with other relevant policies and guidelines adopted by the PCC. Specifically, all recruitment and employment of individuals must be in compliance with the Safeguarding Policy and safer recruitment standards.
3. It is our intention that recruitment, selection, and general treatment for those who are employed by the PCC are available to all without unfair discrimination, and to ensure that no-one is disadvantaged in any of these matters by conditions or requirements that cannot be shown to be justifiable.
4. Employment of individuals must be supported by a written and signed contract of employment.
5. Employees will be responsible to the vicar, as line manager, (or in the event of a vacancy, a Churchwarden) unless agreed otherwise.
6. We aim to pay at least the "Living Wage" hourly rate to all employees.
7. All employees are entitled to an annual review of their pay (noting that a review can reasonably lead to no revision of hourly rate).

8. Part-time and fixed-term employees will be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate), unless such different treatment can be shown to be justifiable.
9. Our policy shall be reviewed and approved at least every three years, else more frequently if the PCC determines it is required.