



Human Resources Policy

Adopted by Marden Parish Council on: 17th January 2017
Review date: 20th August 2018 / June 2019

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
Email: clerk@mardenkent-pc.gov.uk
Website: www.mardenkent-pc.gov.uk
Parish Council Human Resources Policy





HUMAN RESOURCES POLICY

Rules for remuneration and terms and conditions for MPC employees follows the principles laid down by the National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (known as "The Green Book"). MPC's KALC adviser should be consulted for a definitive view on any query on these terms and conditions.

Appointment of New Staff

See separate Employing Staff Procedure

Pay

All staff are appointed to a grade within the range for the position set out in MPC's Pay Policy document.

Salaries

The Clerk's salary is paid monthly by standing order on 10th of each month. The Assistant Clerk, Cemetery Caretaker and Village Caretaker's salaries are paid monthly by standing order on the 25th of each month. The standing orders are amended each April to reflect any pay rises, PAYE/NIC/Pension payments and are signed by three Cllrs.

Hours of Working

Full Time Working hours = 37 hours per week

The current hours of working for Marden Parish Council employees are:

- The Clerk – full time / 37 hours per week
- The Assistant Clerk – part time / 15 hours per week
- Cemetery Caretaker – part time / 29 hours per week
- Village Caretaker – part time / 20 hours per week

See also Hours of Working Policy

Holidays

The Clerk (employed in 2002)

Runs 1st January to 31st December

Leave entitlement is 21 days plus normal bank and public holidays, plus an addition of two extra statutory days (to be taken by mutual agreement with the Council).

Leave entitlement increases from 21 days plus normal bank and public holidays to 25 days plus normal and public holidays plus two statutory days after 5 years continuous employment.

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The Assistant Clerk (employed in 2013)

Runs 1st January to 31st December

Leave entitlement is pro rata and equates to 96 hours per annum including bank holidays.

Cemetery Caretaker (employed in 2013)

Runs 1st April to 31st March

Leave entitlement is pro rata and equates to 162 hours exclusive of bank/public holidays.

Village Caretaker (employed in 2017)

Runs 1st April to 31st March

Leave entitlement is pro rata and equates to 112 hours exclusive of bank/public holidays.

Note for HR Sub-Committee: when recruiting further members of staff please commence annual leave year 1st January and include bank/public holidays.

Up to one weeks leave can be carried forward into the next leave year by all staff members with the HR Sub-Committee's agreement. Any leave carried forward must be used within 3 months of the end of the leave year.

Sick Pay

All employees' sick pay is calculated as follows:

During 1 st year of service	1 month full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th &5 th year of service	5 months full pay and 5 months half pay
After 5 years' service	6 months full pay and 6 months half pay

For the purposes of calculating "half pay" the rate of pay for the agreed salary month will be used.

Pension

All staff under pensionable age automatically join the Council's contributory pension scheme. Staff have the choice to opt-in if over pensionable age.

MPC is a member of NEST and will deduct a monthly contribution from the employee's salary which will be paid to the scheme together with the Council's contribution.

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Notice

From an employee to the Council

During Probation period	One week's notice in writing.
After Probation period	One month's notice in writing

From the Council to an employee

During Probation period	One week's notice/pay.
During first four years' service	Four weeks' notice/pay.
Over 4 years	One week for each year subject to a maximum of 12 weeks' notice/pay.

Maternity/Paternity/Adoption Pay

Parental rights are a changing and complex area of law and the current agreed contractual rights for MPC employees will be as laid down in the NALC Green Book. These rights should be confirmed by seeking advice from KALC when necessary.

However MPC employees on maternity, paternity or adoption leave will receive at least the normal statutory rights.

Overtime Pay

The Clerk and Assistant Clerk are not normally paid overtime but time off in lieu is given as the work allows.

Other staff are paid for any approved additional time worked at their normal hourly rate.

If the Council agrees to pay overtime this is paid at the normal rate of pay.

Expenses

All expenses incurred in performance of Council business are paid provided they have been approved and receipted – see *Travel and Subsistence Policy*

Performance Reviews (*previously known as Appraisals*)

Performance Reviews are undertaken on all employees annually in January with interim reviews in June/July and October/November by a member of the HR Sub-Committee. A report is then provided by the appraiser to the HR Sub-Committee members – See *Performance Management and Staff Development Policy*

Personal Safety & Lone Working

All employees are lone workers at some point during their working week – see *Personal Safety and Lone Worker Policy*

Risk Assessments

Risk Assessments have been undertaken on all Council duties and these are updated if necessary or reviewed annually.

MPC Policies, Procedures and Advice Notes relevant to HR

See List at Appendix A

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Appendix A

List of Policies, Procedures and Advice Notes relevant to HR

Advice Note for Hearings on Disciplinary and Grievance
Dignity at Work Policy
Disciplinary Procedures
Employing Staff and Interviewing Procedure
Grievance Procedures
Hours of Working Policy
Human Resources Policy
Pay Policy
Performance Management and Staff Development Policy
Personal Safety and Lone Worker Policy
Staff Attendance Policy
Travel and Subsistence Policy

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