



Citizens Advice Guernsey

Patron: Sir Richard Collas, Bailiff of Guernsey



Bridge Avenue
The Bridge
St Sampson
Guernsey
GY2 4QS

Tel 01481 242734

Statement of Terms and Conditions of Employment

This statement sets out your terms and conditions of employment with the Guernsey Citizens Advice Citizens Advice Guernsey LBG, herein after known as Citizens Advice Guernsey including those which are required to be given to you under the Conditions of Employment (Guernsey) Law, 1985 (as amended). These policies may be updated from time to time. A copy of the current policies is available in the Office Manual.

1. Job title, place of work and duties

You are required to work for Citizens Advice Guernsey as Chief Executive Officer.

Your place of work is at Citizens Advice Guernsey's premises, Bridge Avenue, St Sampson or at such other places as Citizens Advice Guernsey may require.

Your duties are as set out in your job description attached to this statement.

As with any organisation the needs of Citizens Advice Guernsey may change from time to time and you are requested to be flexible if Citizens Advice Guernsey so request it. You are also required, when requested, to undertake any other duties appropriate to the grade and nature of your job to meet the needs of Citizens Advice Guernsey. This may be on a permanent or temporary basis.

2. Date of commencement of contract

The contract commences on *****.

Employment with a previous employer does not count as part of your period of continuous employment with Citizens Advice Guernsey.

3. Salary

Your gross salary is £30,817 per annum

Your entitlement to salary accrues daily and is payable on the 28th of each month by instalments and in arrears into a bank account nominated by you. When the 28th is a non-banking day your pay date will be the next subsequent banking day.

Citizens Advice Guernsey is authorised to deduct any sums due to it or in respect of any legal obligation from your salary or from any other sums due to you in respect of your employment or its termination.

4. Hours of work

You are employed to work ***** hours per week. Normal working hours will be ***** with occasional meetings in the afternoon or evening for which time in lieu will be granted. These hours may be varied by agreement with the Management Committee.

Citizens Advice Guernsey may agree to more flexible arrangements to cover commitments to dependent relatives, but this will always be subject to the service needs of Citizens Advice Guernsey.

5. Annual leave and public holidays

The annual leave year runs from 1 January to 31 December. For part-years worked, annual leave entitlement will be calculated pro rata for that year.

Employees are entitled to 5 weeks paid annual leave. Employees working less than full-time hours (36 per week) will have a holiday entitlement which is calculated pro rata per the number of days/hours per week, as compared to a full-time employee.

Annual leave more than 15 consecutive Citizens Advice Guernsey working days may only be taken by special arrangement with the Management Committee. Timing of all annual leave is subject to the needs of Citizens Advice Guernsey and must be requested in advance.

A maximum of one week's leave entitlement can be carried forward from one leave year to the next, but this time must be taken by the end of March otherwise any unused portion will be forfeited.

Citizens Advice Guernsey will be closed on all days declared as public holidays by the States of Guernsey and staff will not be expected to work on those days.

During your notice period, you may be required to take any outstanding leave which will have accrued at the date of termination of your employment. If this is not practicable, salary will be paid in lieu of outstanding leave entitlement. Any amount owing due to annual leave which has been taken more than entitlement must be repaid to Citizens Advice Guernsey on leaving, and will normally be deducted from your final salary.

6. Sickness absence

Subject to the following paragraphs, you will continue to be paid for 12 weeks at your basic rate of pay and for a further 12 weeks at half your basic rate of pay during any unavoidable absence through sickness or injury within any twelve-month period. Any further sick pay will be at Citizens Advice Guernsey's discretion.

You are required to produce a medical certificate after three consecutive days of absence through sickness or injury, otherwise you will not be paid during your absence from work.

In the case of persistent short-term absence, Citizens Advice Guernsey reserves the right to request a medical certificate on every occasion of absence. Failure to provide a medical certificate in these circumstances may result in you not being paid whilst you are off sick.

During any period when you are receiving full pay a deduction from your wages will be made in respect of any Social Security sickness benefit whether or not the benefit is claimed by you.

7. Notice to terminate employment

You must give one month's written notice for the first four years of service.

After four years of service you must give three months' written notice to Citizens Advice Guernsey.

Citizens Advice Guernsey will give you one month's written notice for the first four years of service to terminate your contract.

After four years' service Citizens Advice Guernsey will give you three month's written notice to terminate your contract.

8. Work during notice period

During the period of notice Citizens Advice Guernsey may require that you hold yourself available to carry out such duties (if any) as Citizens Advice Guernsey may require, however Citizens Advice Guernsey may suspend you from all or any of your duties and impose such restrictions on the carrying out of your duties, your activities, attendance at Citizens Advice Guernsey's premises, contacts with clients, staff, consultants, suppliers, donors and funders and otherwise as it shall think fit.

9. Pension Scheme

Citizens Advice Guernsey does not operate a pension scheme for employees.

10. Variations to the contract

Significant changes to this statement of terms and conditions are subject to prior consultation with you and the other employee(s) concerned. Any such changes will be notified in writing to you within one month of the operation of the change. This notification will normally be in the form of a note, not a fresh updated statement.

Citizens Advice Guernsey may make minor changes to this statement of terms and conditions by notifying employees.

11. Additional terms and conditions

Additional terms and conditions which apply to your employment with Citizens Advice Guernsey are contained within the Office Manual, a copy of which is available for viewing within Citizens Advice Guernsey's offices. An electronic version is also available for viewing on Citizens Advice Guernsey's internal computer system and printed copies can be provided.

These additional terms and conditions include, but are not necessarily limited to, the following topics:

- i. Disciplinary procedure
- ii. Grievance procedure
- iii. Maternity leave (including right to return to work) and Paternity leave
- iv. Maternity pay
- v. Poor work performance