

# WELCOME TO Chigwell Parish Council



# EMPLOYEE HANDBOOK 2025

# THE PURPOSE OF THIS HANDBOOK

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This handbook sets out all the information you need in relation to your employment with us, and is accurate at the time it was created.

The contents of this handbook do not form part of the terms and conditions of your Employment Contract, unless otherwise stated.

From time to time, to reflect the needs of the organisation or changing legislation it may be necessary to replace, remove or make changes to Chigwell Parish Council's policies and procedures.

It is your responsibility to read and familiarise yourself with the contents.

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# **WELCOME TO CHIGWELL PARISH COUNCIL**

Welcome to Chigwell Parish Council. You're the key to our success, which is why we've made it our goal to understand what matters to you and what matters to our residents and ensure we are all working towards the same goal.

We never underestimate how essential our employees are which is why we are committed to helping you reach your full potential with regular training and development. But it isn't a one-way street. If you have new ideas for the Council or streamlined ways of working or ideas to support our residents, we'd be delighted to hear from you. The door is always open.

So thank you for choosing to join Chigwell Parish Council. We wish you the best of luck in your new role and future career with us.

# OUR VALUES

## Communication and Engagement

We emphasise high standards of communication and engagement, ensuring local people have a voice and opportunity to be involved.

## Community Focus

We place the community at the core of our operations by ensuring transparent, engaging communication and active resident involvement in decisions. We are dedicated to managing local amenities responsibly, providing essential community services, and upholding accountable financial practices.

## Respect

We embrace diversity and foster an environment where we can all work together.

## Compliance and Integrity

We adhere to our Standing Orders, Financial Regulations, the Nolan Principles of Public Life and local government guidance and legislation, emphasising the importance of transparency and avoiding conflicts of interest.



# WORKING AT CHIGWELL PARISH COUNCIL

## GENERAL INFORMATION

### Your Induction

Your manager and/or the Clerk will outline this to you on your first day. Our aim is to support and develop you in your role, so that you feel confident to undertake the responsibilities placed upon you.

### Probation period

You are subject to a six month probationary period, which will be stipulated in your contract of employment, and your appointment will be confirmed on satisfactory completion of this. Extension of the probationary period may be granted to enable the required standards to be achieved, but failure to do so could result in termination of your employment.

### Changes in Personal Information

It is important that our records are correct therefore, please notify the Clerk as soon as possible of any changes.

### Hours of Work

Your hours and working pattern is specified in your Contract of Employment. We may need to make some changes to the way we work and you may be asked to work different days or work different hours to meet the Council's needs, following consultation and agreement with you.

We will take into consideration any commitments you have outside of work and aim to mutually agree any changes to your working arrangements. Should we not be able to informally agree changes with you, we may need to follow a formal process to agree changes to your current working arrangements. Please refer to our Flexible Working Policy for further details.

### Working Time Regulations

This legislation aims to protect the health and safety of employees by restricting working hours. If you are aged 18 years or above then you may not exceed an average of 48 hours per week over a reference period of 52 weeks. We do not encourage staff to work more than their contracted hours. Employees wishing to work hours in excess of the 48 hour average can do this lawfully by signing an opt-out agreement. To find out more, speak to the Clerk.

# WORKING AT CHIGWELL PARISH COUNCIL

For all parts of this policy, if the Clerk is not available you should refer to the RFO or your line manager. The Clerk should refer to the Chair of the Council and the HR consultant.

## **Attendance**

There may be times when you are not able to come into work, possibly due to sickness or a family emergency. You are to notify your manager or the Clerk by telephone before your normal start time or as soon thereafter on the first day of absence, if possible indicating a date of return. If neither are available you should call the RFO or the Chair of the Council. Notification should be made by you personally unless impossible due to the nature of the illness, where you should arrange for someone else to call on your behalf. During prolonged periods of absence, the Clerk should be kept informed of progress and an expected date of return.

## **Training and Development**

Regular progress meetings will be held with you and your manager. You may be offered a range of training and development opportunities during the course of your employment. Prior to commencing specific training courses, we may require you to sign our 'Training Costs Agreement'. This is necessary to protect our investment in your training if you leave our employment within the 12 month period immediately following the completion of the relevant course.

## **Performance Appraisals**

Employees will be formally appraised on an annual basis. This is an opportunity for you and the Clerk to have an open conversation and to share feedback on your achievements. It's a chance to tell the Clerk 'how' well you feel you have performed in your role and for them to share any feedback and their assessment of your performance.

We have progress reviews because we want to have a clear and honest discussion about your performance, celebrate your contribution, support your career development, provide opportunities for you to learn and grow and develop your skills and experience.

## **Right to Work in the UK**

We are required to check that our people have the right to work in the UK. We reserve the right to suspend you without pay if your permission to live and work in the UK expires, and your employment with us could be at risk.

# WORKING AT CHIGWELL PARISH COUNCIL

## PAY

### When and how do I get paid?

You will be paid monthly in arrears on or around the 11<sup>th</sup> of each month by direct credit transfer to your designated bank account. This will be outlined in your Employment Contract. Any subsequent amendments will be notified to you in writing.

If you work part-time, you will be paid on a pro rata basis based on the hours you work, and your salary will be paid in accordance with the pay arrangements for full-time employees of the Council. PAYE will be deducted in line with UK tax legislation.

### Overtime payments

The Council operates a TOIL scheme in preference to overtime. TOIL and overtime must be approved by the Clerk before it is incurred. Any TOIL must be agreed by the Clerk in writing a minimum two weeks before it is taken. Any authorised overtime will be paid at a rate notified to you by the RFO.

### Pension

You will be automatically enrolled in the Pension scheme. You may elect to opt out of the scheme if you so wish.

### Expenses

We may reimburse (or procure the reimbursement of) all reasonable expenses wholly, properly and necessarily incurred by you in the course of your employment. This is to be approved in advance by the Clerk or the RFO. Please refer to the Staff Expenses Policy for more information



# HEALTH & SAFETY

Chigwell Parish Council is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors and members of the public. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to ensure that they can carry out their work tasks safely. It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety. Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Council.

## Employee Responsibility

You share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules, wear appropriate PPE and follow instructions for the safe use of equipment. You should report any health and safety concerns immediately to us. You must co-operate with managers on health and safety matters, including the investigation of any incident. All employees must:

- Take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Work in accordance with information and training provided
- Wear any task related PPE provided
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
- Not undertake any task they are not trained or authorised to do

Failure to comply with this policy may be dealt with under our Disciplinary Procedure.

# HEALTH & SAFETY

## Staff Responsibility

All staff are responsible for ensuring that the safety policy is followed within their own departments. All staff must monitor the workplace to ensure that safe conditions are maintained. Where risks are identified, officers with H&S responsibilities as part of their role must ensure that risks relevant to their role are rectified, so far as is reasonably practicable. Duties may include but are not limited to:

- Ensuring that employees, contractors and visitors are aware of safety procedures
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- Taking immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity
- Bringing to the prompt attention of senior management any health and safety issue that requires their attention
- Ensuring that all accidents and “near misses” are properly recorded and reported, and that an investigation is carried out to determine causal factors
- Maintaining safe access to and egress from the workplace at all times

The Council is committed to:

- Establish and implement a health and safety management system to manage the risk associated with our premises and activities
- Regularly monitor our performance and revise our health and safety management system as necessary
- Provide sufficient resources to meet the requirements of current health and safety legislation and aim to achieve the standards of good practice applicable to our activities
- Actively promote an open attitude to health and safety issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment
- Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out

Please refer to the Health and Safety Handbook for more information

# HEALTH & SAFETY

- Carry out and regularly review risk assessments to identify hazards and existing control measures; we will prioritise, plan and complete any proportionate corrective actions required to reduce risk to an acceptable level
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled
- Provide health surveillance for staff where appropriate, and maintain records
- Ensure that users of Council premises are aware of any risks and mitigation procedures and that we comply with the relevant requirements of fire legislation for all our premises

**Accidents and First Aid** - All accidents and injuries in your workplace or relating to you, should be reported and recorded in the Accident Report Book. Please speak to your manager or the Clerk for further information on our first aid facilities and first-aiders.

**Fire Safety** - You are to familiarise yourself with the fire safety instructions, which are displayed near the fire exits. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point shown.

**Personal Safety** - Generally, you should try to avoid working alone whenever this is possible. However, if you have to work alone, then you need to develop an awareness of the risks and how to minimise them.

If visiting other Council premises or land to work alone, let your colleagues or manager know where you are going and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues / manager know.

Prior to making an appointment with someone you do not know, obtain as much information as possible about the person you are meeting and arrange to meet the person in Council premises. If a mobile number is given you should always ask for an alternative fixed line number and these should be recorded in the Scribe Contacts database. The appointment should be logged on the central digital and any hard copy diary. Let your colleagues or manager know where you are going, with whom and what time you are expecting to return. If you think that you are going to run over your original timescales, let your colleagues / manager know.

If you are at all concerned that you are being placed in a dangerous situation through your employment, you must discuss this with your manager.

# TIME OFF WORK

## HOLIDAY

Our holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. You are entitled to a minimum 20 days paid annual leave plus any long service holiday accrual, plus two additional statutory days taken at the Council's discretion (normally between Christmas and New Year and public/bank holidays). This will be prorated from your first day of joining. Entitlements for part-time employees are calculated on a pro-rata basis. If you change the number of days you work, your holiday entitlement will change on a pro-rata basis. Holidays must be agreed in advance with the Clerk.

## SPECIAL LEAVE

### Time off for dependants

You are entitled to take reasonable time off to deal with certain unexpected or sudden emergencies. The emergency must involve a dependant; this includes any person dependent upon the employee in particular, spouses, partners, civil partners and children. There is no right to pay during any such period of absence. All leave must be authorised by the Clerk. You are entitled to time off in an emergency from the start of your employment. There is no qualifying length of service. Situations classed as being an emergency are (this list is not exhaustive): If a dependant falls ill or has been injured or assaulted; to make longer term care arrangements for a dependant who is ill or injured; to deal with an unexpected disruption or breakdown of care arrangements for a dependant; to deal with an unexpected incident involving the employee's child during school hours.

You must tell the Clerk as soon as practicable the reason for your absence and give some indication as to how much time you will need off work.

Where a 'reasonable amount of time' is referred to, this will normally be one or two days e.g. to arrange care for a dependent, not to look after a dependant. Situations will be considered on a case by case basis.

This right is intended to cover genuine emergencies, i.e. for unforeseen matters only. If you are aware in advance that you are going to need time off you should ask for leave in the normal way.

### Compassionate Leave

This is at our discretion and will be discussed with you directly.

# TIME OFF WORK

## OTHER REASONS

### **Parental Bereavement Leave**

Chigwell Parish Council understands that the death of a child, or a stillbirth, can be one of the most harrowing experiences of someone's life and is committed to providing support to employees who go through this experience. Parental Bereavement Leave is available from day one of employment. It is available to employees on the death of a child under the age of 18. Please refer to our Maternity and Family Friendly Policy for further details.

### **Doctor/dentist/hospital appointments**

Please try to arrange appointments outside working hours. If this is not possible, please get authorisation first from the Clerk.

### **Jury Service**

Please let the Clerk know as soon as possible if you are called for Jury Service, and they will provide you with all the information.

### **Unpaid Holiday**

There may be circumstances where the Council may authorise unpaid Holiday.

## FAMILY LEAVE

Here at Chigwell Parish Council we aim to promote an inclusive culture and provide appropriate support to anyone who wishes to start a family. We have policies in place to support parents, both primary and secondary. The support we offer is irrespective of gender or sexual orientation or how an employee chooses to start a family. One of our primary aims is to enable all our employees to feel supported to start a family at any stage of their career. Please refer to our Maternity and Family Friendly Policy for further details.

## SICKNESS & ABSENCE

Here at Chigwell Parish Council we understand that you may need to be absent from work due to sickness. We aim to have as many employees as possible in attendance, therefore, sickness absence needs to be managed at an acceptable level and any problems resolved. Please refer to our Absence Management Policy for further details.

# YOUR CONDUCT

## CONDUCT AT WORK

To provide high standards to our customers and an enjoyable working environment, it is important that we all behave in line with our Values. These are as follows:

- to behave in a respectful, professional and polite manner
- to comply with all reasonable management instructions
- to cooperate fully with colleagues and management
- to uphold Chigwell Parish Council's positive public image at all times
- to ensure satisfactory standards of performance are maintained
- to comply with the Standing Orders and the Financial Regulations
- to adhere to Chigwell Parish Council's policies and procedures

### Computer, Email, Internet and Social Media use

If you have access to Chigwell Parish Council's computers including email and the internet as part of your job, please limit using these facilities for purposes unrelated to Chigwell Parish Council. Under no circumstances may a .gov.uk email address be used for personal matters. Only software packages properly authorised and installed by Chigwell Parish Council may be used on their equipment.

You must not make reference to Chigwell Parish Council or its services or represent yourself on behalf of Chigwell Parish Council on social media without formal permission from the Clerk. Posts on social media must not compromise Chigwell Parish Council, disclose confidential data or disclose sensitive data, damage Chigwell Parish Council's reputation or brand, breach laws on copyright or data protection, contain content that is of a libellous or defamatory nature, engage in bullying or harassment, be of illegal, inappropriate or offensive content, interfere with your work commitments, use Chigwell Parish Council's name or reputation to promote any other product or any political opinions. Please refer to our separate policies on this including the Email & Communications and Media Policy and Staff Social Media Policy, for further details.

### Alcohol

Unless it is formally approved by your manager, employees may not consume alcohol during normal working hours, nor should they be incapable of work through the consumption of alcohol. Please refer to our Drugs & Alcohol Policy for further details.

# YOUR CONDUCT

Some employees will, in the course of their duties, attend events with clients. It may be that, during some of these events, alcohol will be readily available. Employees at these events are permitted to drink alcohol but must not allow themselves to surpass reasonable levels, become intoxicated or allow their judgment to become impaired. This includes ceasing to drink alcohol when asked to by a manager where that manager reasonably believes that the employee is at risk of causing offence or harm to others, harm to themselves, reputational damage to Chigwell Parish Council and/or behaving in an unprofessional manner. The same also applies to Chigwell Parish Council's work events/functions.

## Drugs

Employees are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without limitations due to the use or after-effects of drugs. The use of drugs also includes the use of substances formerly known as "legal highs" or psychoactive drugs, which are legal substances which have the effect of illegal drugs. If employees are prescribed medication, they must seek advice from their GP about the effect on their ability to carry out their job and whether duties should be modified. If so, employees should advise the HR department immediately. Please refer to our Drugs & Alcohol Policy for further details.

## Smoking

In accordance with the Health Act 2006, Chigwell Parish Council does not permit smoking/e-cigarettes in the workplace. This includes Council vehicles at any time or private vehicles when engaged on Council business.

## Bribery

Bribery is, in the conduct of Chigwell Parish Council, the offering or accepting of any gift, loan, payment, reward or advantage for personal gain as an encouragement to do something which is dishonest, illegal or a breach of trust. Bribery is a criminal offence. No gift should be given nor hospitality offered by you to any party in connection with Chigwell Parish Council's business without prior written approval from the Clerk. You may face disciplinary action if it is discovered that you have accepted, offered or given any bribe, which could include dismissal for gross misconduct. Accepting a bribe also carries separate criminal liabilities for the employee personally and for Chigwell Parish Council. Please refer to our Anti Fraud and Corruption Policy for further details.



# YOUR CONDUCT

## **Additional Employment**

You are not to undertake any additional employment of external activities that place you in competition with the Council without the written permission of the Clerk. Please refer to your Contract of Employment for further details.

## **Property and equipment**

If you cause any damage to Council property, you may be required to repay the cost of this. When you leave the Council, you are required to return all Council property. You are responsible for the security and safety of your personal possessions at all times.

## **Confidentiality**

All information gained during your employment and post-employment is considered confidential, unless required by law not to do so.

## **Dress Code**

Dress code is smart casual, however, employees should consider their dress attire when attending external visits, during public meeting or when meeting with the public. Employees are responsible for ensuring that their personal hygiene and grooming are properly attended to. If your role requires protective clothing, you are required to wear this clothing while carrying out your duties whenever required by law or our rules.

## **Council organised events**

Your conduct on these occasions is expected to be 'as at work'. Council organised events may include social events such as Christmas parties, social work outings, trips away etc. Any misconduct or inappropriate behaviour including damage to property, during these events will be managed as per the Council's Disciplinary Procedure.

## **Breaches**

Breaches of Chigwell Parish Council's Code of Conduct are likely to be regarded as an act of misconduct, which will be addressed under the Council's disciplinary procedure.



# SOLVING PROBLEMS

One of our Values is to 'treat others how you would like to be treated'. We do know that from time to time you may need help to solve problems at work.

In most cases, managers will be able to help with problems informally, by listening and discussing them with you and exploring possible alternative solutions so if you have an issue, please talk to your manager, the Clerk or HR in the first instance.

However, if it is not possible to resolve problems informally there is also a formal process which is outlined in our Grievance Policy. Please refer to this for further details. All of our people have the right to representation at every disciplinary and grievance meeting, either by a recognised union representative or work colleague.

**Grievance** - If you have a complaint or are unhappy about any work-related issue, talk to your manager who will try to resolve it with you. If a resolution cannot be reached informally, you can raise a grievance using the grievance procedure. Please refer to our Grievance Policy for further details.

**Disciplinary and appeals** - We have a disciplinary procedure which is a formal way of notifying an employee that their conduct or performance has fallen below the expected standard. Any employee who has been disciplined has the right to appeal against the decision. Please refer to our Disciplinary Policy for further details.

**Gross misconduct** - There are some breaches of Council rules or standards of conduct that are serious enough to make it impossible to continue the contract of employment.

These cases of 'gross misconduct' may result in the employee being summarily dismissed, that is dismissed without being given notice. Any other action which on a 'common sense' basis is considered to be a serious breach of acceptable behaviour may be seen as 'gross misconduct'. Please refer to our Disciplinary Policy for further details.

**Poor Performance** - We have a Performance Improvement procedure which is a formal way of notifying an employee that their performance has fallen below the expected standard. This policy is designed to help and encourage employees to achieve and maintain standards of performance.

Any employee who is experiencing such difficulties will be offered whatever support is felt by the Council to be appropriate including training, coaching, mentoring, supervisory guidance, referral for advice, medical treatment, counselling and/or time off work. Please refer to our Performance Improvement Policy for further details.

# OTHER ORGANISATION POLICIES

## HARASSMENT & BULLYING

We don't tolerate abuse or unacceptable behaviour in the workplace in any form, whether towards our customers, other colleagues, suppliers or anyone else. Employees found to have been engaged in unacceptable behaviour can face serious consequences such as disciplinary action, including dismissal, and potentially legal action.

This means that we should always aim to create a welcoming and inclusive work environment, and encourage colleagues to do the same. Treat everyone as you would like to be treated. We should never engage in behaviour that might be considered to create a hostile or intimidating work environment, including making inappropriate jokes or comments. Please do not spread malicious rumours or use organisation resources to share communications that might be considered derogatory, defamatory, harassing, pornographic or otherwise offensive or inappropriate.

If you feel that you have been the victim of discrimination, bullying or harassment or other unacceptable behaviour, you should contact your manager or the Clerk. Please refer to our Harassment & Bullying Policy for further details.

## WHISTLEBLOWING

Chigwell Parish Council encourages a free and open culture in dealings between its managers, employees and all people with whom it engages in business and legal relations. In particular, the Council recognises that effective and honest communication is essential if concerns about breaches or failures are to be dealt with effectively and the Council's success ensured. There may be times where people who work with or within the Council may feel that they need to raise certain issues relating to the Council with someone in confidence. Workers who in the public interest raise genuine concerns will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns. Please refer to our Whistleblowing Policy for further details.

# OTHER POLICIES

## EQUAL OPPORTUNITIES

Chigwell Parish Council are committed to providing equality of opportunity and will work to ensure that all employees, applicants, and visitors are treated fairly and are not subjected to unlawful discrimination or receive less favourable treatment on the grounds of:

- Age
- Disability
- Gender Identity
- Marriage or Civil Partnership
- Pregnancy, Maternity and/ or are breastfeeding
- Race/ Ethnicity – (includes race, colour, nationality (including citizenship), ethnic or national origins)
- Employment Status
- Religion or belief including philosophical belief and of no belief
- Sexual Orientation
- Socio-Economic Status or Medical Condition
- Caring Responsibility
- Other unjustifiable factors

This list is not exhaustive. The Policy seeks to ensure that no person is victimised or subjected to any form of bullying or harassment. Please refer to our Equal Opportunities Policy for further details.

## DATA PROTECTION

Chigwell Parish Council is committed fully to compliance with the requirements of the General Data Protection Regulation (GDPR). The GDPR applies to all organisations that process data about their employees, as well as others, e.g. residents, volunteers, users of its facilities. It sets out principles which should be followed by those who process data, and it gives rights to those whose data is being processed. Please refer to our Information and Data Protection Policy and the Staff and Volunteer Privacy Policy for further details.

# LEAVING CHIGWELL PARISH COUNCIL

## **How and who do I notify that I am leaving?**

You need to give formal written notice to the Clerk that you're leaving. If we are terminating your contract, we need to give you formal written notice.

## **How much notice do I need to give?**

Please refer to your Contract of Employment.

## **Do I have to work during my notice period?**

We may, at our discretion, choose to pay your salary in lieu of notice from an agreed date of termination. Otherwise you will need to work out your notice period as normal. We may also ask you to use some/all of your remaining holiday entitlement during your notice period.

## **Will I get a chance to give feedback?**

We would like to have an exit discussion with you before you leave.

## **How will I get paid?**

You will receive your final salary payment including any outstanding expenses and payment for any unused days of leave due as agreed with the RFO at the month end after your final day of work.

## **What about my equipment?**

If you are in possession of Chigwell Parish Council's property (including computer files or any data), please make your manager aware, and arrange how they will be handed back to the Council.

You remain bound by the confidentiality arrangements outlined in your Employment Contract during this period.

# LEAVING CHIGWELL PARISH COUNCIL

## Other conditions on leaving

Chigwell Parish Council will deduct any money you may owe such as holidays taken in excess of your entitlement.

If you leave without giving notice and without agreement, you are in breach of your contract and you may forfeit some or all of any salary due to you.

After you have left Chigwell Parish Council you must not:

- Solicit or seek to entice away any staff
- Use or divulge to any person or organisation any confidential information relating to the business of Chigwell Parish Council, its employees, Councillor or residents that you came to know as a result of being employed
- Please refer to your Employment Contract for further details.

Should your employment be terminated following disciplinary action it is likely you will receive payment in lieu of notice. However, as there are numerous reasons as to why someone is dismissed, payment in lieu of notice will be reviewed on an individual basis.

Should you be dismissed for reasons of gross misconduct, your employment will be terminated immediately without the benefit of notice or payment in lieu of notice.

## Retirement

In line with current legislation Chigwell Parish Council does not have an age where it expects employees to retire.

You should ensure that you inform your manager at least 3 months before you plan to retire to ensure all appropriate arrangements are made.

# EMPLOYEE ACKNOWLEDGEMENT & AGREEMENT

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## CHIGWELL PARISH COUNCIL

NAME:

JOB TITLE:

I confirm that I have read the Employee Handbook and the accompanying policies, and understand the contents.

I also confirm that I have sought clarification from the Clerk on any issues outlined in the Employee Handbook and policies which I am not clear about.

Name: .....

Signed: .....

Date: .....

**\*\*Please sign and return a copy of this slip to the Clerk and the HR department\*\***