**Checklist for Churches which employ staff**

**The Employer should:**

Prepare a Job Description and Person Specification

Interview each applicant on the same basis

Keep recruitment records for 12 months

Take up references

Issue an offer of employment in writing

**The Employee should have:**

A line manager or supervisor

A Job Description

A Statement of Employment (received within two months)

A Contract of Employment (which negates the need for a Statement of Employment if issued within two months)

Pay at least in line with the Living Wage

Pay correctly processed with tax and National Insurance deducted and detailed on a payslip

Auto-enrolment pension provision (if applicable)

Any changes to contractual terms agreed in writing

**The Employer should have:**

Employers liability insurance

Health and Safety Policy

Undertaken risk assessments for each role

A payroll provider

A pension arrangement for auto-enrolment (if applicable)

A Disciplinary Policy and Procedure

A Grievance Policy and Procedure

An employee Handbook or other document(s) which gives the employee clear rules and guidelines about expected standards of behaviour.

**The Employees Supervisor should:**

Understand the Job Description

Set and monitor objectives

Set and monitor the employees work both for quality and quantity

Authorise & record holidays requested and taken

Monitor and report sickness absences

Maintain contact with the employee and conduct regular one to one meetings

Conduct annual Personal Development Review/Appraisal

When not in day to day contact with the employee take feedback from those whom the employee is in frequent contact

Deal with any conduct or disciplinary issues

Assess training needs and support the employee to develop new skills and knowledge as necessary