



Itchen Valley Parish Council

Itchen Valley Parish Council Rules for Employees.

Introduction

The general interest of all employees and the efficient operation of the Parish Council requires the observance of certain basic standards of conduct. The rules set out below are binding on all employees. You are asked to read them carefully and to discuss with your supervisor any points you do not fully understand.

Failure to observe the rules will result in disciplinary action taken in accordance with the Parish Councils disciplinary procedure.

THE FOLLOWING LIST IS PROVIDED BY WAY OF ILLUSTRATION ONLY AND IS NOT INTENDED TO BE EXHAUSTIVE.

Note: These rules are written to allow the council to employ more staff over time

Attendance and timekeeping

- a) All employees are expected to report for work punctually and to observe the normal hours of work laid down in their Statement of Terms and Conditions.
- b) If late for work, you are to report to your supervisor and explain the reason for lateness before starting work. For the Clerk only if late for meetings then you should contact the Chair of the Committee as soon as is possible
- c) If it is necessary to take time off during working hours, you are to report to your supervisor both before leaving and restarting work.
- d) If it is necessary to leave work before the normal finishing time, prior authorisation must be obtained from your supervisor. For the Clerk if you need to leave meetings early the Chairman of the committee should be informed before the meetings.
- e) The Parish Council reserves the right to make deductions from wages or salaries in respect of lateness or absence [note: the employee should agree this expressly in writing, e.g. in the employment contract].
- f) Except in the normal course of their duties, employees are not to leave their place of work without prior authorisation from their supervisor and the supervisors of any departments visited.

Absence and time off

a) If for any reason you are unable to report for work, you should telephone or send a message to your supervisor - if possible before 10 a.m. on the first day of absence. You should indicate the reason for, and probable duration of, your absence.

b) In cases of sickness absence lasting 7 days or less, you should obtain and complete a company self-certification form immediately upon your return to work. All periods of sickness absence in excess of 7 days must be covered by medical Statements (certificates). Statements must be sent to the chairman without delay.

c) If time off work is required for domestic or other reasons, prior authorisation is to be obtained from your supervisor.

Health and safety

a) Employees have a particular duty to safeguard the health and safety of themselves and all others who may be affected by their acts or omissions. Attention is drawn to health and safety legislation and employees are required to co-operate in its implementation.

b) Staff working from home should ensure their workstations and working environment complies with Health and Safety legislation. A health and safety assessment can be requested.

c) All safety notices and instructions are to be strictly observed.

d) Safety guards are not to be adjusted or removed from machinery except by authorised persons.

e) No machinery is to be cleaned or adjusted whilst in motion.

f) All injuries sustained at on Parish Council business and work must be reported to your supervisor immediately and entered in the Accident Book.

Parish Council property

a) All Parish Council property shall be treated with due care.

b) The Parish Councils time, materials and equipment shall not be used for unauthorised work. Computers supplied by the Parish Council should only be used for Parish Council work.

c) On termination of employment, all company property, including computers, printers, documents and passwords, are to be returned immediately to the company.

Parish Council business

All information about the Parish Councils business acquired in the course of employment is to be regarded as strictly confidential and must not be disclosed to another party except as required in the normal course of your work.

Visitors

Visitors to Parish Council meetings are to be appropriately greeted and treated with courtesy.

Smoking

Smoking is prohibited throughout Council meetings and in the venues these meetings take place. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Drinking

Alcoholic beverages are not to be brought or consumed whilst on Parish Council business. The Chairman discretion may be sought.

Private telephone calls

Urgent private telephone calls may be received but should be kept as brief as possible whilst on Parish Council Business.

Meetings

Meetings, other than in the normal course of the Parish Council business, shall not be arranged or held during working hours, or on the company's premises, without the prior permission of a Councillor.

Other employment

Employees are not to engage in other employment or business activities where there is a potential, or actual, conflict between the interests of the Parish Council and those of the other business.

Gross misconduct

The following breaches constitute gross misconduct and may render an employee liable to summary dismissal (i.e. dismissal without notice):

- a) theft, fraud;
- b) any involvement in bribery, giving, receiving or facilitating bribes;
- c) unauthorised entry to computer records or deliberate falsification of records;
- d) a serious breach of the organisation's rules on email and internet usage, health and safety policy, harassment policy or data protection policy;

- e) Violence, assault or dangerous horseplay;
- f) deliberate or reckless damage to organisation property or a fellow employee or Councillor;
- g) an inability to perform job duties through being under the influence of alcohol or drugs;
- h) a serious breach of the Council's safety rules or a single error due to negligence which causes, or could have caused, significant loss, damage or injury to the organisation, its employees or customers, including interference with any equipment provided for the health and safety of employees;
- i) conviction of a criminal offence that makes the employee unsuitable or unable to carry out his or her duties;
- j) a serious act of insubordination, such as deliberate refusal to carry out proper instructions;
- k) acts of bullying, harassment or discrimination, gross insubordination or objectionable and insulting behaviour;
- l) a serious breach of trust or confidentiality;
- m) Sleeping during working hours;
- n) Conduct which is inconsistent with the continuance of the relationship of fidelity between the Parish Council and an employee;
- o) Gross immorality within the workplace; or
- p) Breach of the Data Protection Regulations.

Last updated: 6 Dec 2018

Last review: 6 Dec 2018

Date of next review: May 2019