# New lay employee terms and conditions

Over recent months, a piece of work had been carried out in the District to compare how some of the basic Terms and Conditions (Ts and Cs) of employment for Methodist Lay Employees compared with similar types of religious/charity based organisations. It was clear that in some areas the Ts and Cs for Methodist lay employees were inferior to similar organisations. In the light of this a paper was brought to the District Policy Committee (DPC) meeting held on 17 March and the following recommendations were agreed.

* Hours of Work - The standard working week to be reduced from 40 hours to 37 hours.
* Annual Leave Entitlement - to be increased to 25 days plus 8 statutory holidays (current arrangements are 20 days plus statutory holidays)
* Sick Pay -The recommendation is to put into place occupational sick for all employees with the following arrangements:

A Lay Employee who is absent from work by reason of ill health will be entitled to receive up to occupational sick pay, less any statutory sick pay entitlement, for the following periods. The period should be considered in terms of a rolling year. Extensions of sick pay are made at the employer’s discretion.

i. After 6 months - 1 month full pay

ii. Up to 2 years service - 2 months full pay + 2 months half pay

iii. Up to 10 years service - 4 months full pay + 4 months half pay

Staff who work part-time will receive sick pay on a pro-rata basis  

* Line Management - Before DPC Sign-off any circuit roles - Line Management has to be in place and assurance given that DMLN training for this role will be undertaken.
* A District representative must be invited to all interviews for circuit roles and this representative will continue to liaise with the line manager throughout the probationary period.

**It was recognised that the above are recommendations and final decisions rest with the Circuit Councils.**