

Terms & Conditions of Employment – Resident Staff Based at Camas

1. Remuneration

a. Resident's Allowance

All employees on the Resident Terms & Conditions are paid a monthly allowance, by bank transfer unless this is impossible. Current (2016) rates are: £606.00
If entitled under the Dependent Relatives Policy (see Part 7), an additional payment of £202.00 a month will be paid to the employee.

b. Board and Lodging

All employees on the Resident Terms & Conditions are given accommodation and full board by The Iona Community. Accommodation is subject to the conditions set out in Part 2, Board is subject to the conditions set out in Part 6.

c. Pension

All employees automatically become members of The Iona Community's Group Personal Pension scheme. The employer contributes 15% of allowances and the employee a minimum of 1%. Employees can choose to make further contributions by deduction from their salary, or to opt out of the Scheme altogether by notifying the Support Services Manager in writing.

d. Travel at start and end of Contract

Actual cost of travel within the UK at the start and the end of a contract will be reimbursed to employees on presentation of evidence of costs.

e. Removal Allowance

Actual cost of removal of personal possessions, to and from Iona will be reimbursed to employees at the start and end of a contract, subject to a ceiling of £130 each time (contracts up to one year in length) or £390 each time (contracts over one year in length, or successive contracts totalling more than one year)

f. Resettlement Allowance

An additional payment will be made at the end of any contract which has lasted more than 6 months, calculated as 1/12 of the normal monthly allowance payment multiplied by the number of complete months worked. For employees completing a full 3-year contract this is increased to a total of 4 times the monthly allowance.

2. Accommodation

a. Shared accommodation

All accommodation offered to employees is shared accommodation. Each employee has a private bedroom, but will share bathroom, kitchen, and living areas with up to 10 others.

b. Accommodation Allocation Policy

i. Employees are allocated accommodation by Camas Management.

Management will endeavour to take into account expressed personal preferences, but will often not be able to respond to them due to other constraints.

ii. Where an individual or already-established couple apply for a post or posts making clear that their application is on the basis of being a couple or a family, the post(s) will only be offered if there is appropriate accommodation available at the time.

iii. People who apply in this way will, however, be given priority in the allocation of accommodation suitable for couple or families.

- iv. Relationships formed after being offered a job may be taken into account in the allocation of accommodation, but only after all those to whom rule biii applies have been accommodated.
 - v. People who form relationships while in post need to consider carefully how their behaviour may affect others, particularly in shared accommodation. People should not begin to co-habit without approval from management who will consider a range of factors before deciding.
- c. Housing Agreement
- All employees are asked to sign a Housing Agreement which, together with the Code of Conduct, commits them to certain standards of behaviour and modes of conduct which are required as part of The Iona Community's commitment to building community and because employees share accommodation, as distinct from the requirements of an employment contract.

3. Common Life Commitment

Being a part of the resident staff, working for the Iona Community, entails more than doing a job. *We live and work together here, and as a staff we are committed to sharing a common life of work and recreation with each other and with the volunteers, groups and individuals who stay with us throughout the season. Living like this is both a very rewarding, but also a very vulnerable and challenging, experience.* Our life together here is a commitment and we are accountable to one another for upholding this commitment. In many ways this is a counter cultural way to live; in a world of rampant individualism and the seeking of privatised, individual rights, our commitment to a common life on Iona is a sign that there are other ways for people to live. The Iona experience for many staff is intense and deep, even life changing; strong friendships may be formed, a deeper relationship with spirit, self- confidence boosted as individuals are valued and listened to and untapped skills are discovered and released. The pressures of work can be unrelenting and time off is important. A rigorous approach to job responsibilities and contracted hours is impossible in circumstances where flexibility and helping one another out is often necessary.

Participating in the common life is like being part of a big family. This way of living can provide friendship, support and encouragement. It enables us to hold each other accountable, to embrace our differences and celebrate our similarities. Together we recognise our different working patterns, learning styles, and ways of communicating. This makes our life at Camas interesting, challenging and fulfilling. So, while we all have our own daily work, it is our commitment to the common life and the building , receiving and celebrating of community that makes working at Camas far more than just a job.

4. Absence from Work

a. Annual Leave

- i. Employees are entitled to 6 weeks of annual leave in each year, pro rata to their full time working hours.
- ii. Refer to Annual Leave section in the Employee Handbook for rules around authorisation of holidays etc.

b. Entitlement to Sick Leave and Pay

- i. Employees are entitled to sick leave and pay according to the scales detailed below:

Service at start of sickness	Full Pay for:	Half Pay for:
Less than 12 months	5 weeks	5 weeks

More than 12 months but less than 3 years	9 weeks	9 weeks
More than 3 years	26 weeks	26 weeks

- ii. In addition, most employees are entitled to Statutory Sick Pay from the point that their Company Sick Pay ends until the 28th week of sickness. SSP weekly rates are set by the Government each year
- iii. Entitlement to company sick pay is limited to the balance of allowance which exists at the commencement of the sickness absence in any 12 month period.
- iv. Holiday entitlement will not accrue during periods of sick leave which extend beyond two weeks.
- v. The Sickness Absence Policy outlines the reporting and paperwork requirements for sickness absence. Non-compliance with these will lead to non-payment.
- c. Maternity Leave
 - i. Every pregnant member of staff regardless of her length of service is entitled to take up to 52 weeks maternity leave.
 - ii. Guided by British Government rules, but more generous than them the Community offers Maternity Pay as detailed in the Leave Other than Annual Leave Policy
- d. Paternity Leave
 - i. A member of staff who has been employed by the Community for 26 weeks or more by the end of the 15th week before the Expected date of birth, is entitled to Paternity Leave of either one week at full pay or two weeks at half pay, from the day that the baby is born.
 - ii. For more details, refer to the Leave Other than Annual Leave Policy
- e. Adoption Leave
 - i. Any member of staff is entitled to Adoptive Leave so long as they have had 26 weeks continuous employment with the Iona Community. The period of leave entitlement is 52 weeks. Adoption leave can start either on the placement date or 14 days before the expected date of placement.
 - ii. For more details, refer to the Leave Other than Annual Leave Policy
- f. Compassionate Leave
 - i. Paid compassionate leave may be approved to allow employees to attend a funeral or cover family bereavement. At least one day of leave will be given; at the discretion of the line manager up to one working week may be given.
 - ii. Any further leave required in connection with bereavement must be taken as annual leave or unpaid leave, both of which are subject to approval by the line manager.
- g. Discretionary Leave
 - i. Circumstances may arise where a Line Manager wishes to grant a period of discretionary leave to an employee outwith the normal entitlements (annual leave, sickness, maternity/paternity/adoption, compassionate leave). For more details, refer to the Leave Other than Annual Leave Policy

5. Working Hours

- a. Your contractual hours are stated as being 40 hours per week, spread over 5.5 days. The actual hours are worked on a rota agreed with your line manager such that you have at least one full day off per week, and one full half day.

- b. To compensate for other demands, employees on these Terms & Conditions are given one extra day of paid time off every six weeks, which is not part of their Annual Leave entitlement. This day should be taken with the normal day off so that at least 48 hours continuously away from work are taken in that week

6. Meals & Guests

- a. Employees are expected to join guests for all lunches and evening meals except the two meals for each day off and one for each half day off. See the Meals Procedure for more practical information
- b. Employees can invite personal guests to join them, but this is subject to various rules and restrictions for practical reasons. Refer to the Personal Guest Policy for details.

7. Dependent Relatives Policy

- a. Policy: Posts are only offered to people intending to bring children or partners if we can adequately house them within our existing accommodation.
- b. One times the Dependent Relative Allowance is added to an employee's remuneration for each dependent child under 16 at the time of payment. A child is dependent if:
 - i. they are living as part of the Resident group
 - ii. or they live with another parent or carer but the employee has in practice been contributing at least £15 per week to their cost of living during the twelve months before coming to Iona.
- c. The Dependent Relative Allowance is paid direct to a dependent child over 16 but under 22 if:
 - i. they are living as part of the Resident group
 - ii. or they live elsewhere but the employee has in practice been contributing at least £20 per week to their cost of living during the twelve months before coming to Iona.
- d. The employee must write to the Support Services Manager giving sufficient information to justify the payment and to make the payment possible (e.g. National Insurance number of children over 16, bank details)
- e. Dependent Relative Allowance is also paid to partners of Resident Employees who have not been given an employee position.