

Contract of Employment

between

Sample Childcare Business

Sample Address

and

Jacqui Kavanagh
26 Willomere
Longford Town
Longford

Sample Childcare Business have pleasure in offering you the following Contract of Employment on the Terms and Conditions stated hereunder.

Position:

Childcare Worker

Date at Commencement:

Salary:

€16,000.00 per annum, paid monthly in arrears.

Salary Review:

As reviewed periodically by the Sample Childcare Business

Personnel Records

The following personal information is required by the Sample Childcare Business to assist in the administration of your employment:

Specify details you will need to retain

Verification of certain details will be required and you will be requested to supply copies of *(specify - where proof is required)*.

Hours of Work:

9.00am to 5.30 pm Monday to Friday less 1 hour for lunch per day. SCB reserves the right to change these working hours. You will receive as much notice as is reasonably possible prior to any change.

Probationary Period:

This offer is subject to satisfactory completion of a trial period of 3 months from the date of commencement and subject to confirmation by the management.

Holidays:

All employees shall be entitled to (*specify*) paid holidays per annum plus public holidays. All employees must complete an application for annual leave and submit it to the manager at least four weeks prior to the anticipated taking of such leave. Where possible, the manager will accommodate such requests, but may decline to do so if necessary for the purposes of the business.

The holiday year runs from (*specify*) to (*specify*). Employees joining during the year will be entitled to holidays on a pro rata basis. Any unused annual holiday entitlement may not be carried on to subsequent years, except as provided by The Business of Working Time Act 1997. Employees who leave the Sample Childcare Business may be paid holiday pay in lieu of unused entitlement.

Confidentiality:

Employees are required at all times to maintain absolute confidentiality in respect of all matters, which come to their knowledge in the course of their work. It is not acceptable to discuss matters relating to the children, the staff or the service outside of the setting.

Mobile phones:

Any employee who has access to a mobile phone must limit making and receiving personal calls to break times.

Sickness benefit scheme:

As given in the Terms and Conditions of Employment.

Special Conditions:

Any hours worked in excess of the contracted 48.00 hours per week will be paid at the rate of (*specify*).

Period of Notice:

Notice by employees (*specify*)

Notice by the Sample Childcare Business (*specify*)

Special Compassionate Leave

Additional special compassionate leave may be granted at the discretion of management.

Health and Safety

Attention is drawn to the Sample Childcare Business's health and safety policy. It is a condition of employment that all aspects of the policy, of the Safety, Health and Welfare at Work Act and relevant regulations must be complied with at all times.

Redundancy Policy

SCO aims to secure and maintain employment for all its employees who have established a satisfactory record of performance and conduct. We will plan and organise our workforce requirements, deciding on size, structure and deployment, in line with funding. However it may be necessary to reduce the number of people employed due to, for example, a reduction in funding or change in the Committee's strategic direction. Any reduction will be brought about as fairly as possible and with as much consultation with employees and their representatives as is practicable.

Disciplinary Procedure

Attention is drawn to the procedures for dealing with disciplinary matters and unsatisfactory performance provided in the Employee Handbook. Outline stages of disciplinary procedure (warnings etc).

Grievance procedure

Specify procedure for making and dealing with grievances

Offer:

I confirm this offer of Employment on behalf of **Sample Childcare Business**, subject to the conditions stated above.

Signed

[Post Name]

[Position]

[Date]

Acceptance:

I hereby accept the above offer of a Contract of Employment under the Terms and Conditions stated above which are a contractual part of this Contract of Employment.

Signed

Jacqui Kavanagh

Date