

**MODEL CONTRACT OF EMPLOYMENT**

**(INCORPORATING STATEMENT OF WRITTEN PARTICULARS)**

**FOR THE**

**lay chaplain employed by**

**A DIOCESE**

**in cathoLic ACADEMIES**

**[THIS MODEL CONTRACT SHOULD BE ADAPTED ACCORDING TO THE SPECIFIC APPOINTMENT. YOU SHOULD TAKE APPROPRIATE INDEPENDENT LEGAL ADVICE AS TO THE SUITABILITY OF YOUR ADAPTED VERSION OF THIS CONTRACT PRIOR TO ISSUE. THE CATHOLIC EDUCATION SERVICE ACCEPTS NO LIABILITY FOR THE LEGAL ACCURACY OF ADAPTED VERSIONS OF THIS CONTRACT. PLEASE REVIEW AND AMEND ALL WORDING HIGHLIGHTED IN YELLOW AS APPROPRIATE AND ENSURE THAT CLAUSES ARE RE-NUMBERED IF ANY CALUSES ARE REMOVED. PLEASE CHECK PARAGRAPH CROSS REFERENCING REMAINS ACCURATE IF YOU RENUMBER THE PARAGRAPHS OF THIS DOCUMENT]**

**Note to users: from 6 April 2020 workers as well as employees have a right to a written statement of particulars. Such statement must be provided from day one of employment for all employees and workers employed from 6 April 2020. This contract contains the relevant written particulars for employees taking into account the legislative changes coming into force on 6 April 2020 but where you are engaging a worker this contract of employment should not be used. Please refer to the CES model ad hoc contract which contains the relevant written particulars for workers.**

**Please ensure that all employees and workers are provided with an appropriate contract including the required written statement before or on the first day of employment / engagement.**

THIS AGREEMENT IS A CONTRACT
OF EMPLOYMENT BETWEEN

1. **THE CATHOLIC DIOCESE OF**

 **ENTER DIOCESE NAME HERE**

**SITUATED AT**

**ENTER ADDRESS OF DIOCESE HERE**

(“THE DIOCESE”)

**AND**

**(2) ENTER EMPLOYEE'S NAME HERE**

Of

**ENTER EMPLOYEE'S ADDRESS HERE**

(“YOU”)

**FOR SERVICE AS THE LAY CHAPLAIN**

**PREAMBLE**

This Statement of Written Particulars contains the terms of Your employment and is given to You in accordance with Section 1 of the Employment Rights Act 1996 by your employer, the Diocese of. It should be read in conjunction with the Diocese’s Staff Handbook, disciplinary, grievance and capability policies and any other policies and procedures the Diocese operates from time to time. This Statement, together with any such policies and procedures which the Diocese stipulates as expressly contractual in nature, constitute Your contract of employment with the Diocese.

**1 THE POST**

You are appointed by the Diocese to serve as the Lay Chaplain (“the Post”) at **ENTER NAME OF ACADEMY HERE** situated at **ENTER ADDRESS OF ACADEMY HERE** (“the Academy”). Your job description will be provided to You by the Diocese and may be attached to this contract at Appendix 1. Your job description may from time to time be amended by the Diocese in consultation with You and, in addition to the duties set out in Your job description, You may from time to time be required to undertake reasonable additional or other duties as necessary to meet the needs of the Diocese. The nature of any such additional or other duties will be discussed with You. The terms and conditions of Your employment set out in this contract may be subject to periodical review in consultation with You.

**2 COMMENCEMENT OF CONTRACT**

2.1 The Post commences on **ENTER DATE HERE**.

2.2 For the purpose of determining statutory entitlements, Your continuous service commenced on the date You started working at the Diocese.

**3 DURATION OF CONTRACT**

3.1 The Post is a permanent full time post.

3.1 The Post is a permanent part time post.

3.1 The Post is temporary due to **[ENTER REASON FOR TEMPORARY CONTRACT HERE]** and is expected to last for **[NUMBER OF WEEKS/MONTHS]**, unless ended earlier in accordance with clause 16.1 of this contract.

3.1 The Post is temporary due to **[ENTER REASON FOR TEMPORARY CONTRACT HERE]** and is expected to last for up to **[NUMBER OF WEEKS/MONTHS]**, unless ended earlier in accordance with clause 16.1 of this contract. Unless ended earlier in accordance with clause 16.1 this contract will expire on the happening of **[ENTER EVENT]**.

3.1 The Post is for a fixed term due to **[ENTER REASON FOR FIXED TERM CONTRACT HERE]**, and will end on **[INSERT DATE HERE]** unless ended earlier in accordance with clause 16.1 of this contract.

**3.2 INSERT ANY OTHER DETAILS/DESCRIPTION PARTICULAR TO "DURATION OF CONTRACT". IF THERE ARE NO ADDITIONAL DETAILS, PLEASE DELETE THIS SUB-CLAUSE IN ITS ENTIRETY.**

3.3 **IT IS NOT COMPULSORY TO HAVE A PROBATIONARY PERIOD BUT IF YOU DO HAVE ONE THE DETAIL MUST BE SET OUT IN THE CONTRACT. THIS PROVISION IS OPTIONAL AND SHOULD BE REMOVED IF NOT REQUIRED.** **PLEASE TAKE LEGAL AND/OR HR ADVICE BEFORE USING THIS PROVISION PARTICULARLY IN RELATION TO THE INTERACTION WITH THE CONTINUOUS EMPLOYMENT PROVISIONS.** The first **[INSERT PERIOD OF TIME]** of Your employment will be a probationary period, during which Your performance will be monitored. The probationary period may be extended by the Diocese on providing You with written reasons for such extension. During the probationary period Your employment may be terminated by either party giving notice of one week to the other in writing. **[IF THERE ARE ANY PARTICULAR CONDITIONS ATTACHED TO THE PROBATIONARY PERIOD OR IF THERE IS A PROBATION POLICY THESE/THIS SHOULD BE INSERTED/LINKED TO HERE].**

**4 GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

4.1 You are to exercise the ministry and professional duties of a Lay Chaplain in the Diocese under the directions of the Diocesan Bishop and under the immediate directions of **INSERT TITLE AND POST HERE**  and in accordance with:

4.1 (a) the provisions of the Education Acts and any associated regulations;

4.1 (b) the Funding Agreement and the Memorandum and Articles of Association of the Academy Trust Company;

4.1 (c) Canon Law in relation to the governance and Catholic character of the Academy;

4.1 (d) any policies, procedures, regulations or rules of the Academy Trust Company;

4.1(e) the CES National Standards for Lay Chaplains;

and, to the extent that they are compatible with 4.1(a) to 4.1(e) above:

4.1 (f) any collective agreements recognised by the Diocese and/or the Academy Trust Company where appropriate (which are listed at Appendix 2)

4.2 You are:

4.2(a) expected to be conscientious and loyal to the aims and objectives of the Diocese and the Academy Trust Company;

4.2(b) required to preserve and develop the Catholic character of the Academy;

4.2(c) to have regard to the Catholic character of the Academy and not to do anything in any way detrimental or prejudicial to the interests of the same.

4.3 You are to instruct and/or supervise instruction in the Holy Scriptures and the Doctrines of the Catholic Church in accordance with the principles, and subject to the discipline, thereof to the satisfaction of the Diocesan Religious Inspector, or other appointed representatives of the Diocesan Bishop, at the time or times appointed for religious instruction, such children as are entrusted to You and to be present at such religious examinations of the children as may be directed to be held by the Diocese.

4.4 Where You wish to take part in any outside activity which may, in the reasonable opinion of the Diocese, interfere with the efficient discharge of Your duties under this contract, You are required to obtain the prior written consent of the Diocese, such consent not to be unreasonably withheld.

**5 PLACE OF WORK**

Your normal place of work is at the Academy, or at any premises used from time to time by the Academy Trust Company, unless Your duties take You elsewhere. The Diocese reserves the right to require You to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice. You will not usually be required to work outside of the United Kingdom.

**6 SALARY**

6.1 Your salary shall be determined by the Diocese and shall be in accordance with **[the provisions of the Main Scale of the STPCD, where You have Qualified Teacher Status]/[the provisions of the Local Authority's pay scale]/[local pay scales and policies for Lay Chaplains in the Diocese in which the Academy is situated]**.

6.2 Your current salary is **£ ENTER ANNUAL SALARY HERE**  per annum [inclusive of x days holiday pay] [exclusive of x days holiday pay] paid pro rata for part-time Lay Chaplains. Your salary will be reviewed annually.

6.3 You will also receive the following:

6.3(a) reimbursement of reasonable expenses which You incur wholly, necessarily and exclusively in the proper performance of Your duties (in accordance with the Diocese’s expenses claim policy). Such expenses must be properly evidenced in accordance with such policy from time to time in force;

**6.3(b) LIST ADDITIONAL ALLOWANCES OR BENEFITS (I.E. ANYTHING IN ADDITION TO REMUNERATION AND PAID LEAVE INCLUDING ANY OVERTIME ARRANGEMENTS) AS APPROPRIATE AND ANY CORRESPONDING POLICIES - DELETE THIS CLAUSE IF NOT RELEVANT.**

6.4 Your salary will be paid on **ENTER DAY/DATE in ENTER ARREARS/ADVANCE by ENTER PAYMENT METHOD E.G. CREDIT TRANSFER** to a bank or building society account of Your choice. You will be able to view Your payslip **[INSERT DETAILS HERE]**. Printed payslips will only be available in exceptional circumstances or where You have an accessibility issue due to a disability.

6.5 You agree that the Diocese may deduct from any salary or other payment due to You any amount owed by You to the Academy and/or the Academy Trust Company and/or or the Diocese, following prior notification to You. Arrangements to repay any over-payments will be made with the intention of avoiding hardship and in accordance with the National Minimum Wage Act 1998. Repayment of any amount owed by You to the Academy and/or the Academy Trust Company and/or the Diocese may, subject to the agreement of the Diocese, be made in instalments that are affordable to you.

**7 HOURS OF WORK**

7.1 You are required to be available for work at all times when the Academy is open and at such other times as agreed with any other Chaplain and/or the Principal as appropriate. **[INCLUDE HERE REFERENCE TO A SPECIFIC NUMBER OF HOURS IF THIS IS APPROPRIATE I.E. 37.5]** **[DELETE THIS CLAUSE IF THE CONTRACT IS A PART TIME CONTRACT]**

7.1 **[FOR PART TIME CONTRACTS ONLY - DELETE WHERE NOT APPROPRIATE]** You are employed on a part time basis and Your hours of work are **ENTER DAYS OF THE WEEK AND START AND FINISH TIME**. As a part time employee Your hours and days of work may need to be varied from one academic year to the next. If such variations are necessary they will be discussed with You at the earliest opportunity so that Your views can be taken into account. The operational needs to the Diocese, Academy and Academy Trust Company will however always be paramount. **[IF THERE IS TO BE A VARIATION IN DAYS AND HOURS GENERALLY THIS MUST BE STATED HERE AND FULL DETAILS MUST BE GIVEN].**

7.2 Subject to the provisions of the Working Time Regulations 1998 (as amended) You may be required to work such additional hours as may be necessary to enable You to effectively discharge Your professional and pastoral duties. The amount of time required for this purpose which falls outside the hours specified in this contract, where appropriate, shall not be defined by the Diocese but shall depend on the work needed to discharge such duties.

7.3 Time spent in travelling to or from Your place of work shall not count as working time unless You are also required to perform the duties of Lay Chaplain at more than one academy under this contract of employment.

7.4 You will be allowed a break of reasonable length as near to the middle of each Academy Day as is reasonably practicable. You are entitled to enjoy a reasonable work/life balance.

**7.5 ENTER ANY OTHER DETAIL/DESCRIPTION PARTICULAR TO THE "HOURS OF WORK". IF THERE ARE NO ADDITIONAL DETAILS, PLEASE DELETE THIS SUB-CLAUSE IN ITS ENTIRETY.**

**8 HOLIDAYS AND LEAVE OF ABSENCE**

8.1 Holidays must coincide with periods of Academy closure and public holidays, details of which will be notified to You by the Academy from time to time. Current information relating to Academy closure and in-service training days is available at the Academy. All such holiday must be agreed with **INSERT TITLE HERE E.G BISHOP.**

8.2 You will be paid Your full salary during closure periods unless You are in receipt of less than full salary arising from the application of the sick pay scheme, maternity, paternity, adoption pay/allowance, shared parental leave scheme, or for some other reason specified in writing to You.

8.3 The Diocesan Bishop may, at his discretion, grant You occasional leave of absence within the limits and upon the conditions relative to payment of salary prescribed by the Diocesan Bishop on compassionate or other grounds.

8.4 You are entitled to Your statutory rights in relation to parental leave and time off for dependents.

**9 SICKNESS AND SICK PAY**

You shall comply with the procedural requirements for dealing with incapacity for work due to sickness or injury which are contained in the Diocese’s Sickness Absence Policy, a copy of which can be accessed at **ENTER PLACE HERE**. Your entitlement to pay during any absence due to sickness or injury is set out in the Diocese’s Sickness Absence Policy. Notification of sickness absence must be made in accordance with the Diocese’s Sickness Absence Policy. Failure to follow the reporting procedures contained in the Diocese’s Sickness Absence Policy could result in action being taken against You under the Diocese’s Disciplinary Policy and/or could result in loss of pay.

**10 MATERNITY LEAVE PROVISIOS**

Provisions for maternity leave shall be those set out in the Burgundy Book the Green Book without prejudice to any additional rights provided by the Employment Acts and/or agreed locally, where ratified by the Diocese.

**11 PATERNITY AND ADOPTION PROVISIONS**

You shall be entitled to statutory paternity and/or adoption leave and pay, without prejudice to any additional rights incorporated into the Burgundy Book the Green Book from time to time.

**12 SHARED PARENTAL LEAVE**

If eligible, You shall be entitled to benefit from the shared parental leave procedure set out in the Children and Families Act 2014 and in line with current governing law. This enables You, in effect, to share Your leave with another qualifying partner subject to compliance with the required notification procedure.

**13 PENSIONS AND PENSION SCHEME**

13.1 If Your employment is full time or part time and You are between the ages of 16 and 75 and Your employment is for a period of **3 months or more**, You shall be automatically enrolled as a member of the Teachers' Pension Scheme ("TPS") the Local Government Pension Scheme ("LGPS") an appropriate pension scheme.

13.2 You may, at any time in the course of Your employment, opt out of the TPS the LGPS an appropriate pension scheme and make alternative arrangements. Notice to do so should be given in accordance with the Diocese's Pension Policy**. [DELETE IF NO SUCH POLICY].**

**14** **TRADE UNION MEMBERSHIP**

You have the right to join a trade union and to take part in its activities.

**15 DISCIPLINARY, GRIEVANCE AND CAPABILITY POLICIES**

15.1The Diocese’s disciplinary policy from time to time in force sets out the rules and procedure for dealing with disciplinary matters and You can access a copy  **ENTER PLACE.** The Disciplinary Policy and Procedure provides examples of the types of conduct which are unacceptable and which could lead to disciplinary action being taken against You.

15.2The Diocese’s grievance policy from time to time in force sets out the procedure for dealing with employee grievances and You can access a copy  **ENTER PLACE.**

15.3The Diocese’s capability policy from time to time in force sets out the rules and procedure for dealing with any capability issues arising from, but not limited to, any review of Your performance which may be carried out by the Diocese, or otherwise, and You can access a copy  **ENTER PLACE.**

15.4The Diocesan Bishop has the right to alter, amend and/or revoke any policies, procedures, regulations and/or rules from time to time as he, in his sole discretion, thinks fit. You will be notified of any changes in writing, where appropriate. The terms of such policies, procedures, regulations and/or rules do not form part of Your terms and conditions unless they are expressly stated as such.

15.5 The Disciplinary, Grievance and Capability Policies all provide detailed procedures to be followed and state to whom You can apply if You are dissatisfied with any decisions made.

**16 PERIODS OF NOTICE AND TERMINATION OF CONTRACT**

16.1 In the case of a permanent contract, subject to the provisions of the Education Acts and to any regulations made thereunder, this contract may be terminated by either party giving to the other two months’ written notice, and in the summer term three months’, terminating at the end of an academy term. The academy terms shall be deemed to end on April 30th, August 31st and December 31st (see table below for illustration).

 To terminate Contract on: Notice must be given by: Notice period

 December 31st October 31st Two months

 April 30th February 28th (or 29th) Two months

 August 31st May 31st Three months

 16.1 In the case of a fixed-term contract Your employment will terminate automatically on the date specified in clause 3.1, unless Your employment is terminated by the Diocese by giving to You not less than the minimum period of notice required by [the Burgundy Book expiring at the end of a school term as defined by the Burgundy Book] [the Green Book].

16.1 In the case of a temporary contract for an indefinite period, Your employment terminates automatically on the Academy Day preceding the happening of the event specified in clause 3.1, unless Your employment is terminated by the Diocese by giving to You not less than the minimum period of notice required by [the Burgundy Book expiring at the end of a school term as defined by the Burgundy Book] [the Green Book].

16.2 If You have been continuously employed for nine years or more You shall be entitled to receive from the Diocese, in addition to the notice period specified in clause 16.1, one additional week’s notice for each complete year of service, up to an overall maximum of twelve weeks (which shall include any period of notice provided pursuant to clause 16.1).

16.3 It shall be sufficient that any notice given by the Diocese under this clause 16 shall be signed by the Diocesan Bishop.

16.4 Any notice given by the Diocesan Bishop under this clause 16 may be served by delivering it to You or by leaving it at Your last known place of residence or by sending it in a prepaid letter addressed to You at that place. Any notice given by You under this clause 16 may be served by delivering it to the Diocesan Bishop or by sending it in a prepaid letter to the Diocesan Education Service.

16.5 In the event that Your employment is terminated by either party on giving the required notice under this clause 16, the Diocese reserves the right to require You not to attend the Academy during the notice period. In such a case, You will be placed on “garden leave” but You will remain employed by the Diocese and so bound by the terms of this contract of employment until the notice of termination of employment expires. You will keep the Diocese informed of Your whereabouts (except during periods taken as holiday) so as to be available to attend Academy premises or carry out any duties required.

16.6 The periods of notice specified in this clause 16 do not apply in the case of summary dismissal for gross misconduct and the Diocese hereby reserves the right in such a case to dismiss You without notice.

16.7 In the event of redundancy, compensation shall be determined in accordance with the relevant statutory provisions, including, if applicable, the Teachers’ (Compensation for Redundancy and Premature Retirement) Regulations 2015 (as amended), the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 and the Burgundy Book and the Green Book.

16.8 In the event of Your contract being terminated by the Diocese on giving the required notice, the Diocese reserves the right to pay You in lieu of notice and require You not to attend the Academy during the notice period except with the agreement of the Diocese.

**17 HEALTH & SAFETY**

You will familiarise Yourself with and ensure compliance with the Diocese and/or the Academy Trust Company’s policy on Health and Safety at Work from time to time in force, a copy of which can be accessed  **ENTER PLACE.**

**18 SAFEGUARDING AND CHILD PROTECTION**

18.1 You will take responsibility for safeguarding the welfare of children in line with Your duty to the Church and subject to the universal duty applicable to all who work in a child centred environment. In fulfilling Your duty to safeguard children You will familiarise yourself with and comply with the Academy Trust Company’s Safeguarding Policy and Procedure from time to time updated which can be accessed **[ENTER PLACE HERE]**.

18.2 You are required to inform the Diocese immediately if You are the subject of a referral to the Disclosure and Barring Service (DBS), charged or convicted of any criminal offence or in receipt of a police caution, reprimand or warning; or if there is a formal child protection investigation in relation to You.

18.3 Disclosure of a criminal conviction will not necessarily debar You from employment with the Diocese depending on the nature of the offence, how long ago it was and what age You were when it was committed and any other factors that may be relevant to this appointment. Failure to declare a conviction, caution or bind-over may disqualify You from appointment, or result in summary dismissal without notice if the discrepancy subsequently comes to light. You will familiarise Yourself with the Academy Trust Company’s Disqualification Policy from time to time updated which can be accessed **[ENTER PLACE HERE]. [DELETE IF NOT RELEVANT].**

**19** **CONFIDENTIALITY**

19.1 Without prejudice to the Diocese’s Whistle-Blowing policy, where applicable, You may not during, or following termination of, Your employment disclose to anyone other than in the proper course of Your employment, or if required to do so by law, any information of a confidential nature relating to the Diocese and/or the Academy Trust Company and/or the Academy. Breach of this clause 19.1 during Your employment may be treated as gross misconduct warranting summary dismissal.

19.2 The exception to clause 19.1 is where information is already in the public domain, otherwise than as a result of You breaching clause 19.1.

**20 INTERPRETATION**

In this contract, unless the context otherwise requires, the following expressions shall have the meanings hereby assigned to them:-

20.1 ‘Academy Trust Company’ means the Academy Trust Company which operates the Academy.

20.2 ‘Academy Day’ means a day on which the Academy is open and children are in attendance, including INSET days.

20.3 ‘Burgundy Book’ means sections 3 – 6 inclusive of the “Conditions of Service for School Teachers in England and Wales” revised edition August 2000 and includes any subsequent amendments thereto.

20.4 ‘Canon Law’ means the Canon Law of the Catholic Church from time to time in force.

20.5 ‘Catholic’ means in full communion with the See of Rome.

20.6 ‘Diocesan Bishop’ means the Bishop of the Diocese and includes any person exercising Ordinary jurisdiction in his name or any person delegated by him including officers of the Diocesan Education Service.

20.7 ‘Diocesan Education Service’ means the education service provided by the Diocese which may also be known, or referred to, as the Diocesan Schools Commission.

20.8 ‘Employment Acts’ includes, but is not limited to, the Employment Rights Act 1996.

20.9 ‘Green Book’ means the National Agreement on Pay and Conditions of Service for Local Government Services” and includes any subsequent amendments thereto.

20.10 ‘The Education Acts’ has the same meaning as in Section 578 of the Education Act 1996 (as amended).

20.11 ‘The Funding Agreement’ means the agreement signed by the Academy Trust Company and the Secretary of State for Education on incorporation of the Academy Trust Company.

20.12 ‘The Local Authority’ means the Local Children’s Services Authority and includes the local authority within the meaning of the Education Acts for the area in which the Academy is situated.

20.13 ‘The School Teachers’ Pay and Conditions Document’ (also referred to as the STPCD) means the current Order made under Section 2 of the School Teachers’ Pay and Conditions Act 1991 and any document specified therein. In the event of a conflict between the provisions of the current STPCD and the terms of this contract concerning Your statutory conditions of employment, the terms of the STPCD will prevail.

20.14 References to any statutory enactment, instrument or order include any subsequent amendment or substituted provisions for the time being in force.

1. **COMMENCEMENT OF POST**

21.1 The Post is excepted under the Exceptions Orders to the Rehabilitation of Offenders Act 1974 and is subject to the requirements set out in the Education (Independent Schools Standards) (England) Regulations 2014.

21.2 This contract is subject to and shall not take effect in the event of any adverse response being received or discovered to any enquiry or examination made or specified at the time of appointment (a) in order to safeguard the wellbeing of the pupils at the Academy; (b) as a result of a condition specified by the Diocese and/or the Academy at that time; or (c) in order to comply with the Regulations referred to at 21.1 above.

21.3 This contract is subject to You having a legal right to work in the UK of which You are required to provide acceptable documentary evidence in accordance with the provisions of the Immigration, Asylum and Nationality Act 2006. If the Diocese cannot verify that You have a right to work in the UK this contract will not take effect. Should the Diocese become aware that You do not have a legal right to work in the UK, or should Your legal right to work in the UK expire during the course of Your employment, Your contract of employment will be terminated with immediate effect.

21.4 The Diocese operates a safer recruitment policy and procedure incorporating appropriate pre and post interview checks in the interests of safeguarding children and ensuring the Diocese remains compliant with legal and regulatory requirements. Your post is subject to You obtaining clearance in our vetting processes. A copy of the Diocese’s Safer Recruitment Policy and Procedure is available  **HERE.**

* 1. This Post is subject to a satisfactory disclosure being obtained from the Disclosure & Barring Service.

**22 training**

Pursuant to the Employment Acts You are entitled to a statement setting out details of any training entitlement provided by the Diocese, any part of that training entitlement which the Diocese requires You to complete and any other training which the Diocese requires You to complete and which the Diocese will not bear the cost of. The Diocese will provide these details in a separate letter or in accordance with the Diocese’s training policy (if applicable). For the avoidance of doubt, such letter and/or training policy will not form part of Your terms and conditions. **[IF THERE ARE ANY SPECIFIC TRAINING REQUIREMENTS PLEASE REFER TO THEM HERE AND/OR PROVIDE DETAILS OF WHERE THE RELEVANT INFORMATION CAN BE FOUND].**

This Contract is made this **ENTER DAY of MONTH of YEAR**

Between

The Diocese as the Employer

And

**ENTER EMPLOYEE'S NAME HERE**

Signed by the Diocesan Bishop:..............................................................

Signed by the Employee:.....................................................................

**Appendix 1**

**ATTACH/LIST JOB DESCRIPTION HERE. IN THE EVENT THAT IT IS NOT TO BE ATTACHED/LISTED, PLEASE STATE HERE WHERE THE EMPLOYEE CAN ACCESS A COPY OF IT.**

**Appendix 2**

**ATTACH/LIST COLLECTIVE AGREEMENTS RELEVANT TO EMPLOYEE HERE. WHERE SUCH AGREEMENT(S) ARE NOT TO BE ATTACHED/LISTED, PLEASE STATE HERE WHERE THE EMPLOYEE CAN ACCESS A COPY/COPIES OF SUCH COLLECTIVE AGREEMENTS.**

**PLEASE ALSO REVIEW THE ADDITIONAL CONTRACT CLAUSES AVAILABLE ON THE CES WEBSITE AND INCLUDE IF NECESSARY.**