

Home Helps

Statement of Terms of Employment

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SIPTU

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IMPACT

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Set out hereunder are the agreed terms of employment to apply to Home Helps with effect from 1st August 2004.

- a) Name of Employee and Name of Employer
- b) The address of the Employer
- c) Your place of work will be as determined from time to time by the Employer in accordance with normal procedures and the terms of this Contract.
- d) You are employed as a Home Help.
- e) Your employment commenced on (to be determined locally)
- h) You will be required to give the employer at least one weeks notice in writing of your intention to terminate your employment.
- f) Initially you will be employed for (current hours) per week. Every reasonable effort will be made to maintain these hours. However because of the changing needs of the client including the result of any needs assessment it may be necessary to reduce your hours of work. In the event that your General Manager/nominee takes a decision to reduce your hours, you will be notified of this decision in writing. Such notice will set out the grounds for the reason for the decision. Should you be dissatisfied with the decision it may be appealed within one week of your receiving the notification. Every reasonable effort will be made to find alternative hours in order to retain your hours of work as per your initial contract. You will continue to receive payment in accordance with your contracted hours for the following periods while efforts are made to obtain alternative work and/or the appeals procedure is followed.

Employees with less than five years service - two weeks
Employees with more than five years service - one month

You will be paid on the appropriate point of the Department of Health and Children Group 1 non nursing scale and you will receive annual increments subject to approval on that agreed scale.

- g) You will be paid as per the existing arrangement for home helps or as agreed from time to time, locally or nationally with the trade union.
- i) You will receive sick pay on a pro rata basis with full-time grades. The terms of the sick pay scheme are set out in the staff handbook.
- j) You will have pension entitlements in accordance with collective pension arrangements for home helps to be determined by the Department of Health and Children from time to time. Details of the pension scheme will be supplied to you separately.
- k) Notice – in the event of the termination of your employment you will receive notice in accordance with the Minimum Notice and Terms of Employment Act.
- l) Details of the Grievance and Disciplinary Procedure are set out in the staff handbook.
- m) Your annual leave entitlement is 23 days per annum to be granted in accordance with the provisions of the Organisation of Working Time Act, 1997.
- n) Statutory deductions will be made in respect of PAYE and PRSI.
- o) The employer is committed to ensuring the safety, health and welfare of its staff and to this end a safety statement has been prepared setting out all of the safety arrangements which are in force. You will be familiarise yourself with these arrangements on commencement of your employment and will be obliged to adhere to them at all times.
- p) Confidential information must not be divulged or discussed except in the performance of normal duty.
- q) A copy of the staff handbook/policy statement is enclosed and should be read by you in conjunction with your terms of employment.
- r) Your terms and conditions maybe revised in accordance with agreements reached between the unions SIPTU and IMPACT representing home helps and the employer.

I have read and I agree to be bound by the above terms and conditions and I have received a copy of same.

Signed

Employee

Witnessed

Employer

Date