



Mrs M. Robinson
Staff

17 May 2017

Dear Morag

Amendments to Employee Handbook

I am writing to notify you that the Employee Handbook has been amended due to changes in the law and the Green Book as listed below:

- A new section (page 18) has been added dealing with the use of social networking websites.
- A new section (page 7) has been included on Shared Parental Leave. This is a right that applies to parents of children born after 5th April 2015.
- A new section (page 22) has been added stating that paid time off is given for cancer screening.
- A new section (page 6) has been added dealing with Maternity Support Leave. Maternity support leave of 5 days with pay is given to the father of a child or the partner or nominated carer of an expectant mother at or around the time of birth.
- The Smoking Policy (page 20) has been amended to confirm that it also applies to e-cigarettes.
- The Disciplinary procedure has been amended (page 30) to remove the formal verbal warning stage as this better reflects the ACAS Code dealing with disciplinary issues that provides for a 3 stage disciplinary penalty procedure including a 1st written warning, final written warning and then dismissal.
- The Pension section (page 8) has been updated following advice from our pension scheme advisor at Oxfordshire County Council.
- A new section A) Terminating Employment (page 39) has been included which confirms that any resignation made must be in writing or email and cannot be given verbally or by text.
- It also has been made clear that an employee has the right to be accompanied to any formal disciplinary or grievance meeting by a colleague or trade union representative.

The updated Employee Handbook will come into effect on 17 May 2017. Hard copies of the Handbook are available for all employees to refer to in the Office Administration Manager, Morag's office and at the Maintenance Depot.

If you have any questions or concerns in relation to the above, then please speak to the Office Administration Manager, Morag, to discuss the matter further.

All other terms and conditions within your Contract of Employment remain the same.

Yours Sincerely

Graham Hunt
Town Clerk

I have read and agree the updated version of the Employee Handbook. I understand and accept that the amendments form part of my Contract of Employment.

Signature

Date

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