Diocese of Elphin – HR Policy Handbook



INDEX

0. <u>Overview</u>

- 0.1.1 HR Policy Preface
- 0.1.2 HR Policy Manual/ Ethos

1. <u>Recruitment</u>

- 1.1.1 Recruitment and Selection Policy
- 1.1.2 Employing Family Member Policy
- 1.1.3 Induction Policy

2. <u>Contracts of employment</u>

2.1.1 Contracts of Employment Policy

3. <u>Conditions of Employment</u>

- 3.1.1 Data Protection Policy
- 3.1.2 Email Policy
- 3.1.3 Social Media Policy
- 3.1.4 CCTV Policy
- 3.1.5 Internet Policy
- 3.1.6 Mobile Phone Policy
- 3.1.7 Retirement Policy
- 3.1.8 Part-Time Employment Policy
- 3.1.9 E-Working Policy
- 3.1.10 Processing Personal Data Policy
- 3.1.11 Records Retention Policy

4. <u>Remuneration</u>

- 4.1.1 Payment and Salary Deductions Policy
- 4.1.2 Minimum Wage Policy
- 4.1.3 Cycle to Work Policy
- 4.1.4 Expense Policy

5. <u>Employment Equality</u>

- 5.1.1 Equal Opportunities and Dignity at Work Policy
- 5.1.2 Dignity at Work Charter
- 5.1.3 Complaints Procedure

1 of 2

Diocese of Elphin – HR Policy Handbook



6. <u>Leave</u>

- 6.1.1 Adoptive Leave Policy
- 6.1.2 Annual Leave Policy
- 6.1.3 Public Holiday Leave Policy
- 6.1.4 Carer's Leave Policy
- 6.1.5 Career Break Policy
- 6.1.6 Compassionate Leave Policy
- 6.1.7 Examination and Study Leave Policy
- 6.1.8 Jury Leave Policy
- 6.1.9 Maternity Leave Policy
- 6.1.10 Parental Leave Policy
- 6.1.11 Force Majeure Leave Policy
- 6.1.12 Paternity Leave Policy
- 6.1.13 Term-Time Leave Policy

7. <u>Record Keeping</u>

7.1.1 HR Record Keeping and WRC Inspections Policy

8. <u>Communications</u>

8.1.1 Communications Charter

9. <u>Managing Performance</u>

- 9.1.1 Managing Performance Policy
- 9.1.2 Attendance Policy
- 9.1.3 Absence due to Illness Policy
- 9.1.4 Training Development Policy
- 9.1.5 Education Assistance Policy

10. Employee Welfare

- 10.1.1 Safety Policy
- 10.1.2 Intoxicants Policy
- 10.1.3 Smoke-Free Workplace Policy
- 10.1.4 Eye and Eye Testing Policy
- 10.1.5 Work-Life Balance Policy
- 10.1.6 Job Sharing Policy
- 10.1.7 Whistleblowing Policy
- 10.1.9 Building Resilience Policy

11. Discipline Grievance

- 11.1.1 Disciplinary Policy
- 11.1.2 Grievance Disputes Policy

12. <u>Termination of Employment</u>

12.1.1 Exit Interview Questionnaire

2 of 2