**Sample contract of employment Statement**

**Main Terms & Conditions of (add your PA services name/company name)**

**P A Services - Agreement made between**

P A Services Name:

Name of Supported Person:

Date of commencement of Service Agreement:

Main place of work:

Job title: Personal Assistant

Duties and responsibilities: job description of services provided: to be agreed and signed by relevant parties.

Hours of work will be: ■ (Insert number of hours) weekday hours ■ (Insert number of hours) weekend hours ■ (Insert number of sleepovers if required) sleepover(s)

*These hours may be changed and flexibility will be applied where possible. If hours need to be changed or additional hours worked, teach party will give (insert required minimum notification)* minimum notice where possible.

Lateness: If going to be more than 10 minutes late you will be contacted as soon as possible.

Salary: As an hourly salary will be:

■ £(insert hourly figure) for weekdays

■ £(insert weekend hourly rate ) for weekends and bank holidays

■ £(insert rate for sleepover) for sleepovers.

Salary is payable (insert either monthly or weekly) and will be paid on (insert date of salary payment.

Preferred Payment Method: Insert direct payment into your bank/cheque/cash).

Holidays will be agreed with the support person (insert how many weeks ) in advance. Bank holidays may be booked, payment to be paid at the weekend rate.

Sick leave: If ill and unable to attend work supported person will be notified as soon as possible, to enable other arrangements to be made.

Termination of employment: After satisfactory completion of agreed probationary period, (insert assessment period e.g. 2-4 weeks to assess compatibility and skills), a required (insert notice period, e.g. 2 weeks notice in writing ,irrespective of length of service) from either side is required, or payment in lieu of unfulfilled hours.

Confidentiality: All information regarding the named supported person, the named supported person’s family and the named supported person’s domestic or personal circumstances is strictly confidential and cannot be discussed with a third party without specific permission, or in an emergency situation.

Disciplinary procedures: Minor problems will be dealt with and resolved informally. In cases of more serious problems, depending on the seriousness of the breach of terms and conditions of This Service Agreement, one of the following actions may be taken.

■ A verbal warning of termination of service, which will be confirmed to in writing

■ A first written warning

■ A final warning which could lead to termination of your service agreement

These T&C outlines the basic terms and condition for supplying a PA service to a supported person. If individual differences require any amendments / added services to the original Service Agreement and job description, new copies of each document, with the required revision(s) will be provided, for both parties to date and sign to confirm agreement to adjustments.

Service Provider's Full Name

Date Signing Agreement

Third Party signatory on behalf of supported person

Relationship with Supported person

POA/ permission :to sign on behalf of the supported person: Yes / No (please indicate)

Supported Persons Full Name:

Date signing Agreement: