(Name and Address of Employee) (Name and Address of Employer)

*Date*

Dear \_\_\_\_\_\_\_\_\_\_\_,

I have pleasure in offering you a fixed term contract of employment for the position of \_\_\_\_\_\_\_\_\_\_\_ with \_\_\_\_\_\_\_\_ Ladies Gaelic Football Association ("the Association"). This document sets out the basic terms and conditions of employment between you and \_\_\_\_\_\_\_\_\_\_\_\_\_ and can be varied from time to time by written notice to you.

***Terms of Employment***

Your employment will commence on \_\_\_\_\_\_\_\_\_\_\_ and will terminate on \_\_\_\_\_\_\_\_\_\_. The provisions of the Unfair Dismissals Act 1997 - 01 shall not apply to a termination of this contract consisting only of the expiry of the term.

***Location***

You will be located in \_\_\_\_\_\_\_\_\_\_, however you may be required to work at other locations for the Association and to undertake a degree of travel. You should familiarise yourself with the travel and expenses policy contained in the \_\_\_\_\_\_\_ staff handbook. There shall be no entitlement to any compensation or disturbance payment in the event of a change to your place of work.

***Duties***

You will report to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your role will consist of the duties as outlined in your job description.

The title of the job which you are employed to do is specified above but \_\_\_\_\_\_\_\_ reserves the right, as a condition of employment, to require you to carry out other duties associated with your function that are within your capabilities at such place of work as the Association may from time to time reasonably require and specify.

***Salary***

Your commencing salary will be \_\_\_\_\_\_\_\_\_\_\_ per annum paid on a fortnightly basis, less normal deductions for income tax and social welfare. You will be paid by credit transfer directly into your bank account.

Overtime is not payable for this position.

The Association reserves the right, unless prohibited by law, at any time during your employment, and in any event on termination, to deduct from your salary any monies due from you to the Association.

***Hours of Work***

Normal working hours are from 9.00 am to 5.pm from Monday to Friday with one hour for lunch.

The nature of the Association's business makes considerable demand upon the time of its employees who are expected to be reasonably available to travel and work outside normal office hours. This may entail working at weekends and after 5 pm. However your total working hours will be in compliance with the provisions of the Organisation of Working Act 1997.

Further information regarding working hours can be found in the staff handbook and additional working times guidelines which where relevant to your role are attached.

***Holidays***

Your Holiday arrangement will be in accordance with the Organisation of Working Time Act 1997. Your current entitlement is 20 days per annum (1.67 days per month) in addition to statutory public holidays. The leave year runs from January to December. Your annual leave entitlement will be pro rata in the first year. The Association policy may require that holidays can be taken only at certain times.

***Probation***

Your employment will be probationary for the first six months. Your employment may be terminated at any time during or at the expiry of this probationary period by the Association giving you one weeks’ notice or providing you with pay in lieu of one week’s notice. The probationary period may be extended at the Association's discretion up to 12 months. The Disciplinary Procedure shall not apply during the probationary period (or any extension thereof) or to the termination of your employment during, or at the end of, the probationary period or the extension thereof.

You can find details of the disciplinary and grievance procedures in the staff handbook.

***Notice***

The Minimum Notice and Terms of Employment Acts 1973 to 2001 will apply to notice of termination by the Association or you of your employment. In the event of termination of your employment after your probationary period, you are required to give the Association and the Association undertakes to give you one months notice. However both parties are free to waive their right to notice and/or accept pay in lieu of notice if agreed between them.

***Sick Pay Scheme***

Under the provisions of the Association’s sick pay scheme, you may be paid for certified sick leave up to a maximum of 20 working days per annum. This is net of any amounts you receive from the Department of Social Welfare and is provided you have completed one year’s continuous service.

This applies only to certified sick leave (this is sick leave of 3 consecutive working days and must be certified by a doctor).

Payment for uncertified absences will only be made to those who have one years continuous service and have an acceptable attendance record for the previous 12 months. Payment for uncertified leave will be for a maximum of 5 days in any twelve month period.

Details of the Associations sick leave scheme can be found in the staff handbook.

***Health & Safety***

Please not that you have a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety of yourself and your fellow employees.

***Confidential Information***

You are required to treat all confidential information which comes to your knowledge, while working for the Association, with the utmost confidentiality and not to use or abuse your position, and the information made available to you in the course of your duty, to the detriment of the Association or any of its members.

***Code of Conduct***

Your appointment will be whole time and you may not engage in any other activities business or employment which could in the opinion of the Association give rise to any conflict in your current position. You shall at the outset of your employment with the Association and during the term of this contract seek the Association’s consent before involving yourself in any activity, which could conflict with your appointment or the hours worked.

***Other employment***

To ensure compliance with Section 33 of the Organization of Working Time Act 1997, in respect of double employment and the number of hours worked during a reference period, the Association requires that you advise of any outside employment for which you receive remuneration. You should not engage in any gainful occupation, other than as an employee of the Association that might impair the performance of your duties or which might be inconsistent with the discharge of your duties as an employee of the Association or which conflicts with the interests of the Association.

***Expenses***

You will be based at \_\_\_\_\_\_\_\_ but may be required to travel within Ireland and abroad in carrying out your responsibilities. All properly vouched and authorised expenses incurred by you on Association business will be reimbursed by the Association.

***Retirement***

The normal retiring age is 65 years of age. Your employment with the Association will automatically terminate on reaching your 65th birthday.

***Variation***

The Association reserves the right to amend or update your terms and conditions of employment from time to time. Any variation or change to your terms and conditions of employment will be notified to you in writing within one month of the date of the change

***Other***

You shall comply with any rules, policies and procedures including those set out in the Association staff Handbook, a copy of which is attached. In particular, your attention is drawn to the disciplinary procedures and grievance procedures applicable to your employment.

I would appreciate if you would sign the enclosed copy of this letter and return it to me. May I wish you every success with \_\_\_\_\_\_\_\_ Ladies Gaelic Football Association and if you have any problems or queries at any time please feel free to contact me.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

***Title***

***Name***

I accept the position of *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* with the \_\_\_\_\_\_\_\_\_\_Ladies Gaelic Football Association and the conditions as set out in the Association's letter of which this is a copy. I have received and read the staff handbook and associated policies.

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_