

# Boat of Garten Community Hall Policies and Procedures

## Redundancy

Redundancy might occur if there were no longer the need for an employee to carry out the duties for which he/she was employed, or where financial circumstances were such that the Board could no longer afford to pay an employee.

Staff should be advised of the position as soon as possible.

Selection of the post(s) to be made redundant to be decided by the Board.

Such decisions and the reasons therefore to be communicated to staff.

Should more than one employee hold a similar post, then selection of the person to become redundant to be based on skill, experience, performance, disciplinary record, sickness absence and attendance record. A score-sheet, giving due weight to the components considered most important, to be compiled, and reasons for decision recorded. The employee will then be spoken to in person and given an explanation as to why they have been selected.

Staff made redundant will be given a reasonable amount of time off to seek other work, help or advice before their period of notice expires. They will be paid statutory redundancy rates provided they have been employed by the Company for two years

Written notice of redundancy will be given as follows:

- One week for over one month's employment.
- Two weeks for up to two years of service.
- Three weeks for three years of service, and so on, with a maximum entitlement of twelve weeks.

Calculation of an employee's period of employment begins on his/her first day at work and ends on the date named as the notice of termination of employment.

**Approved by Boat of Garten Community Hall Board of Directors**

**Boat of Garten Community Hall is a charitable company limited by guarantee Regd in Scotland No: SC267713  
Scottish charity No: SC 035682 Registered office: The Old Schoolhouse, Rothiemurchus, Aviemore PH22 1QH**