

# LEEDS BLACK ELDERS ASSOCIATION

## STAFF INSTRUCTIONS

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### 1. **MAIL**

All mail addressed to Leeds Black Elders Association should be opened, stamped dated and recorded in Mail Book by the Project Administrator.

However, if letters addressed to individuals, such letters should be made available to the Chairperson before being dealt with and/or filed.

All Mail should then be forwarded to individuals Committee/Members on a weekly basis.

### 2. **SICKNESS**

Sickness procedures are contained in Staff Terms & Conditions of Employment and these must be followed. It is essential that on the morning of first absence staff **MUST** ring their Project Director/Chairperson or Deputy indicating reason for absence. These procedures must take place on each subsequent morning, unless notice of more than one day is reported (e.g. sick note).

### 3. **HOLIDAYS**

**2 WEEKS NOTICE** must be given when requesting holidays, and The Project Director must agree to **ALL** holidays.

### 4. **TIME IN LIEU**

A book is available for the purpose of recording time in lieu. An explanation must be given for the time owing. All time in lieu must be approved by the Project Director.

### 5. **MESSAGES**

All messages verbal or otherwise must be conveyed to the relevant person(s) as quickly as possible.

The first staff member to arrive at the office **MUST** transcribe all answer phone messages.

6. **TEAMWORK**

Employees are expected to work as a team and hold weekly meetings for the purposes of sharing tasks, information, ensuring continuity and non-duplication of work.

All staff meetings MUST be minuted and kept.

7. **TELEPHONE**

Personal telephone calls should only be made in an emergency, and must be paid for.

8. **LEEDS BLACK ELDERS EQUIPMENT**

Any misappropriation of Leeds Black Elders Association's equipment, e.g. COMPUTER FACILITIES, TIME, STAMPS, STATIONARY and any other REQUISITES will be regarded as Gross Misconduct.

9. **LUNCH BREAKS**

Lunch breaks must be taken between 12:00pm and 2:00pm, except in extreme circumstances.

10. **CONFIDENTIALITY**

All confidential documents must be filed away at the end of the working day, i.e. Clients Files.

**IT IS IMPORTANT THAT ALL STAFF ADHERE TO THESE STAFFING INSTRUCTIONS.**

**BREACH OF THESE INSTRUCTIONS COULD LEAD TO DISPLINARY ACTION, WHICH COULD RESULT IN INSTANT DISMISSAL.**

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

CHAIRPERSON – LEEDS BLACK ELDERS ASSOCIATION

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These instructions will be revised from time to time.