



Circular 12/03

Contract template for the Employment of Youthreach Co-ordinators and Resource persons

VECs are asked to put the attached contract template arrangements into effect as soon as possible for existing and future Youthreach Co-ordinators and Resource staff, and to ensure that in the interim no staff are put at a disadvantage in terms of the conditions pertaining to their current employment and those set out in the template.

Copies of the template are available on the website at www.education.ie. (under Management – Further Education, Youthreach, Circular 12/2003.

Yours sincerely,

Margaret Kelly, P.O
Further Education Section

Contract template for the employment of Youthreach Co-ordinators.

**Contract of employment betweenVEC and
.....**

Nature of Post: Youthreach Co-ordinator

Tenure (tick as appropriate).

- On Probation fromto Commencement date** (*A Probationary period of 1 year applies to all newly appointed full time Youthreach staff and to those who have been less than one year in service*)
- Fixed Purpose contract (defined on page 2)**

Date of appointment

Date from which this contract is applicable.....

Duties Of Youthreach Co-ordinator

Responsibility to the Chief Executive or Education Officer or Adult Education Organiser of the VEC as appropriate for the overall daily management of the centre.

Supervision of staff, staff development, team formation and leadership.

Recruitment of trainees.

Delivery of the centre programme, including curriculum development, discipline, administration of certification procedures, organisation of work experience, networking with other co-ordinators and centres, and organisation of guidance and counselling support.

Liaising with the local community and other appropriate agencies

Assessment and monitoring of trainee course work

Development and monitoring of programmes

Administrative duties appropriate to the post.

Budgeting and financial management within the financial framework of the VEC system

Management and development of premises, including health and safety.

Direct class contact in keeping with programme needs, as required by the VEC, subject to a maximum of 15 hours per week.

Tenure: Fixed Purpose Contracts

(Tick as applicable.)

- A one year probationary period will apply, operative from to
- Subject to satisfactory completion of probation a **fixed purpose contract** will apply i.e employment will be continued subject to
 - (a) the continued operation of the Youthreach programme and
 - (b) the number of Youthreach places approved in the VEC area being continued.

In the event of a Youthreach service no longer being required in a scheme, the issue will be the subject of national discussions between the Department, IVEA and TUI.

Remuneration.

Payment will be made monthly on the basis of the salary and allowances specified by the Department of Education and Science from time to time for Youthreach co-ordinators.

Pension

Full-time Youthreach Co-ordinators will be pensionable under the conditions set out in the Local Government Superannuation Scheme – a co-ordinated pension scheme with payment of full PRSI.

Hours of attendance

This will be 35 hours per week. The Youthreach centre will operate on 226 weekdays from the beginning of September to the end of July each year excluding public holidays and such closures as will be allowed for Christmas and Easter. Attendance outside of office hours will be by prior agreement with the Adult Education Organiser/Education Officer/Chief Executive Officer and will be offset against normal office hours attendance.

Annual Leave

30 days annual leave per annum and Public Holidays will be allowed, together with such short periods of closure as are permitted for Christmas and Easter. **Where at least 25% of annual attendance time is outside of office hours, an additional three days annual leave will be allowed in the year in question.**

Other leave/secondments

Employees will have the same entitlements to career breaks, secondments, job-sharing, maternity leave, paternity leave, adoptive leave, force majeure leave, parental leave, study leave and compassionate leave as apply to education staff in the VEC sector.

Sick Leave.

Youthreach full-time staff may be granted full pay for certified sick leave up to a maximum of 365 days in any period of 4 years or less. Absences for minor indispositions will be allowed not exceeding 7 days in a year, provided that absences in excess of 3 consecutive days are medically certified.

Place of Work

Your normal place of work will be located at the Youthreach centre inbut you may be required from time to time to work at the premises of other organisations as the VEC may require, or the Youthreach centre may have to move to another premises/location. You will be given as much notice of any such change of place of work as is practicable. The general conditions governing removal expenses as applicable to VEC staff will apply. Transfers to a different Youthreach centre will be subject to the terms of the TUI/IVEA Transfer Agreement.

Reporting arrangements

You will be required to report to the Chief Executive Officer of the VEC or his/her deputed officer on a regular basis regarding the work programme, operation, management and continuous development of the Youthreach centre, and to co-operate in full with the agreed management structure established for this purpose.

Absence

In the event of absence from work you are required to contact the VEC by 10.30 a.m. on the first day of absence.

Grievance Procedures.

Employees will be entitled to invoke such grievance procedures as are collectively agreed by the TUI and IVEA from time to time.

Disciplinary procedures

Employees will be subject to the general disciplinary procedures as are collectively agreed from time to time and subject to relevant legislation.

Travelling and Subsistence Allowance

Allowances in respect of travelling and subsistence are payable in respect of necessary authorised journeys on the Committee's business, and at rates not greater than those sanctioned from time to time by the Minister for Education and Science.

Confidentiality

Employees are obliged to maintain confidentiality in certain aspects of their work. All personal and commercially sensitive information and knowledge acquired in the course of official duties must be treated as confidential and must not be divulged to unauthorised persons or used for the purpose of gain or profit. Under the terms of the Educational Welfare Act 2000, data may be shared with other bodies prescribed by

the Minister for educational placement, training or tracking purposes or for educational research, provided it is used for a relevant purpose only.

Notice

In general, an employee may only terminate employment through formal notification in writing to the VEC, at least one month in advance. However, if both parties agree, this period of notice may be reduced.

Agreement

I accept and agree to all of the above terms and conditions of employment

Signed _____ Date _____
employee

Signed _____ Date _____
VEC

Contract template for the employment of Youthreach Resource Persons.

**Contract of employment betweenVEC and
.....**

Nature of Post: Youthreach Resource Person

Tenure (tick as appropriate).

- On Probation from to Commencement date.....** (*A Probationary period of 1 year applies to all newly appointed full time Youthreach staff and to those who have been less than one year in service*)
- Fixed Purpose contract (defined on page 2)**

Date of appointment

Date from which this contract is applicable

Duties Of Youthreach Resource Person

Responsibility to the Co-ordinator on a day to day basis for the delivery of the programme.

Direct class contact in keeping with programme needs as required by the VEC subject to a maximum of 20 hours per week.

Curriculum development and delivery, implementation of certification procedures and front line guidance and information

Maintenance of discipline

Development and monitoring of programme

Assessment and monitoring of trainee course work

Conducting interviews of trainees

Administrative duties relevant to the post.

To deputise when necessary for the Centre co-ordinator.

Tenure: Fixed Purpose Contracts

(Tick as applicable.)

- A one year probationary period will apply, operative from to
- Subject to satisfactory completion of probation a **fixed purpose contract** will apply i.e employment will be continued subject to
 - (a) the continued operation of the Youthreach programme and
 - (b) the number of Youthreach places approved in the VEC area being continued.

In the event of a Youthreach service no longer being required in a scheme, the issue will be the subject of national discussions between the Department, IVEA and TUI.

Remuneration.

Payment will be made monthly on the basis of the salary and allowances specified by the Department of Education and Science from time to time for Youthreach Resource Persons.

Pension

Full-time Youthreach Resource Persons will be pensionable under the conditions set out in the Local Government Superannuation Scheme – a co-ordinated pension scheme with payment of full PRSI.

Hours of attendance

This will be 35 hours per week. The Youthreach centre will operate on 226 weekdays from the beginning to September to the end of July each year, excluding public holidays and such closures as will be allowed for Christmas and Easter

Annual Leave

35 days annual leave per annum and Public Holidays will be allowed, together with such short periods of closure as are permitted for Christmas and Easter. Attendance outside of normal office hours will be by prior agreement with the Adult Education Organiser/Education Officer/Chief Executive Officer and will be offset against office hours attendance. **Where at least 25% of annual attendance time is outside of office hours, an additional three days annual leave will be allowed in the year in question.**

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indispositions will be allowed not exceeding 7 days in a year, provided that absences in excess of 3 consecutive days are medically certified.

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Absence

In the event of absence from work you are required to contact the Youthreach centre/VEC by 10.30 a.m. on the first day of absence.

Place of Work

Your normal place of work will be located at the Youthreach centre inbut you may be required from time to time to work at the premises of other organisations as the VEC may require, or the Youthreach centre may have to move to another premises/location. You will be given as much notice of any such change of place of work as is practicable. Transfers to a different Youthreach centre will be subject to the terms of the TUI/IVEA Transfer Agreement.

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Signed _____ Date _____
employee

Signed _____ Date _____
VEC