



## Abernethy Policy for Short-Term Team Members

[www.abernethy.org.uk](http://www.abernethy.org.uk)

Short-Term Team Members come to Abernethy to join us in our Vision and to enjoy a few weeks in our centres, gaining valuable work-experience and skills. They carry out House & Kitchen roles which are vital to the running of our Centres but for which they will be receiving little payment (£30 per week for new staff, or £40 per week for repeat staff). Abernethy policy is to provide for our Short-Term Team Members so that they are not out of pocket from working with us. To work at Abernethy is to become part of our community – we live and work together, so we provide catering, accommodation, time off, uniforms etc.

### **What Abernethy provides for all Short-Term team members**

#### **Catering**

Full board is provided; all short-term team members have their meals provided for them at the Centre. Where facilities are available to cook meals other than those provided by the Centre, then the cost of the purchase of the necessary ingredients is their own responsibility. Anything additional to the routine meals and snacks provided by the centre is regarded as an extra and should be paid for at the end of each month.

Abernethy provides full board only during the normal pattern of working but not during days off if the volunteer chooses to travel away from the centre. If volunteers elect to spend their holidays at their Centre when no catering service is in operation, Abernethy is not responsible for providing food.

#### **Accommodation**

Each short-term team member is provided, wherever possible, with his or her own furnished bedroom in a shared staff house or in the main Centre, although in certain cases people may be required to share a room. Bedding and towels (if requested in advance) are provided and laundered fortnightly free of charge. Consumables and cleaning materials such as toilet roll and washing up liquid are provided. Electricity and heating are provided. A licenced TV is provided for each communal lounge. Each team member who wishes to own and use their own TV is required to purchase and renew their own personal TV licence.

#### **Time Off**

Full-time short-term team members accrue 2.5 holiday days per month. Abernethy reserves the right to allocate some of these holiday days to periods when the Centre is closed.

#### **Weekly Days Off**

Each short-term team member is provided with 2 days off per week. They may not always be taken together and occasionally one of them may be allocated as two half days.

#### **Insurance**

Abernethy has insurance cover for short-term team members' personal possessions whilst those possessions are in Abernethy owned or rented property, up to a total value of £3,000 per person with a limit of £500 per item. Where cover is required above that amount it is the individual team member's responsibility to make alternative arrangements.

#### **Visits to Other Centres within Abernethy**

No charge is made when short-term team members from one Centre visit another Centre, stay in available accommodation and eat normal Centre meals.

### **Personal Development and Training**

Abernethy place great importance on training and developing their people to achieve the overall objectives of the organisation. Appropriate training is provided to help our short-term team member develop as an individual within this Christian ministry - this is training which is essential for them to carry out their role. Abernethy covers the cost of somewhere to stay if a short-term team member has to be away overnight because of training.

### **Personal Use of Centre Equipment and Services**

Centre equipment such as skis, canoes, boots, etc, may be used by short-term team members for no charge when they are available. Activity equipment may only be borrowed by those with experience after approval has been given by Chief/Senior Instructors. If the borrowed equipment is damaged whilst in the care of team members, the financial responsibility lies with the team member for the repair or replacement.

### **Centre Services**

Each Centre makes provision for use of Centre vehicles, laundry, pantry/tuck shop purchases, office supplies, and internet access (there is a designated staff computer or laptop available).

Organised team trips in Centre vehicles, use of washing machines and tumble dryers, and internet access are provided free of charge to all short-term team members.

Payment should be made for phone calls (unless they are in an emergency, otherwise the internet is already available for communications), and all other purchases at the end of each month and the short-term team member should keep accurate details of costs. Team members get a 10% staff discount in our centre tuck shops. Centre stationery may not be used for personal correspondence and all stationary and office supplies should be paid for.

### **First Aid**

For minor injuries sustained during the course of work, First Aid materials may be used from the Centre supplies. Where the injury is of a more serious nature, treatment will be carried out by the local Health Centre doctors.

### **Uniforms & Protective Clothing**

Abernethy provides uniforms and all protective clothing required for carrying out of duties for all short-term team members.