

CONDITIONS OF SERVICE

- SALARY PAYMENT:** You will be paid in arrears on the 15th or 28th or the nearest working day to the 15th or 28th of the month.
- TENURE OF POST:** Substantive.
- HOURS:** The hours of work will be as detailed within the advert. The contract requires the post holder to be available for professional duties for up to a maximum of 35 hours in any week.
- NOTICE PERIOD BY MEMBER OF STAFF:** 8 weeks.
- ANNUAL LEAVE:** Your annual leave entitlement is 46 days. This is inclusive of 11 fixed days which are for the Christmas closure, Good Friday (date as agreed per year in College Calendar) and the first Monday in May. The annual leave year is 1 September to 31 August each year.
- Annual leave entitlement for part-time staff is pro-rata.
- SICKNESS ENTITLEMENT:** Sickness Allowance is payable as follows:

Continuous Service Period of Sickness Allowance in Months

	Full	Half
Less than 1 year	1	1
1 year but less than 2 years	2	2
2 years but less than 3 years	4	4
3 years but less than 5 years	5	5
5 years or more	6	6

The scheme complements statutory sick pay provisions.

- SUPERANNUATION:** Each member of staff will automatically be admitted to the Scottish Public Pensions Agency: Local Government Pension Scheme (LGPS) unless they specifically elect not to join. If a member of staff does not wish to, or is not qualified to join the scheme, contributions to the State Pension Scheme will be deducted from salary. Details of current contribution rates are available from Human Resources or online at www.sppa.gov.uk



- PROBATIONARY PERIOD:** The first 6 months of employment will be a probationary period, during which your suitability will be assessed. This period may be extended in appropriate circumstances, at the discretion of management, to a maximum of 9 months in duration.
- SALARY CONSERVATION:** There may be situations where your pay rate will change, for example in the event of a reorganisation within the College; the introduction of any pay modernisation scheme; or any new job evaluation or job evaluation scheme. In such circumstances, the College will conserve your then current salary up to a maximum of one year unless during that period, that salary is overtaken by the new salary for the grade of the post.
- CHANGE OF BASE LOCATION:** Payment for additional travel expenses following a change of base location will be up to a maximum of three years.
- PROFESSIONAL DEVELOPMENT REVIEW:** All staff are expected to participate in the Colleges Professional Development Review Scheme and undertake any staff development and training necessary for the full performance of your duties, however if you have a contract for less than one year or work irregularly it may not be appropriate. In all cases, discussion and agreement should be reached with your line manager.
- CLEAN AIR POLICY:** The College operates a smoke free policy and designated smoking shelters are provided.
- IOSH MANAGING SAFELY:** If you do not currently hold the IOSH Managing Safely qualification, you will be expected to complete this within your probationary period. If this is not successfully completed within this time, the probationary period may be extended.
- DISCLOSURE:** Due to the nature of this post, the applicant will be subject to a satisfactory enhanced disclosure of Criminal Records or a check via the Protecting Vulnerable Groups Scheme with Disclosure Scotland.
- CYCLE TO WORK:** The College offers eligible staff the opportunity to participate in a Cycle to Work initiative which enables eligible staff to obtain new bikes and equipment, while benefiting from Government tax breaks through a salary sacrifice arrangement. For further information, please contact Human Resources.