**MND SCOTLAND – SUMMARY OF BASIC
TERMS AND CONDITIONS
POLICY AND RESEARCH OFFICER**

## Terms of Employment

This is a permanent post with MND Scotland.

## Probationary Period

There is a six-month probationary period with this post.

## Place of Work

The post is home based with the expectation of occasional office based meetings and travel across Scotland and UK.

## Hours of Work

1. The normal working week for this post is 35 hours per week.
2. The normal hours of work are from Monday to Friday, 9:00am till 5:00pm. MND Scotland does not pay overtime. If you are required to work additional hours you will be entitled to time off in lieu on agreed dates.

## Holidays

* 1. You will be entitled to 35 working days paid annual holidays (including statutory holidays). This rises by 1 day for each completed holiday year service from 1st April to 31st March to a maximum of 40 working days paid annual holiday (including statutory holidays) after five years completed holiday service, to be taken at such times as are approved by your line manager.

## Sickness

1. If you are absent from work for any reason and your absence has not previously been authorised you will, unless prevented from doing so, inform your line manager during the morning on your first day of absence.
2. You will be entitled to sick pay during absence owing to sickness or injury as follows:
	* during probation and any extension to this - SSP only
	* following probation and up to one year’s continuous service – one month’s full pay and one month at half pay
	* more than one year but less than two years’ continuous service – two months at full pay and two months at half pay
	* more than two years but less than three years’ continuous service – four months at full pay and four months at half pay
	* more than three years but less than 5 years’ continuous service – five months at full pay and five months at half pay
	* more than 5 years’ continuous service – six months at full pay and six months at half pay.

## Pension

MND Scotland has an occupational pension scheme, full details of which are available from the Chief Executive.

## Notice Period

The period of notice to be given by you or the by the organisation to terminate your employment is one month in writing.

## Expenses

All reasonable travelling, hotel and other expenses wholly exclusively and necessarily incurred by you on MND Scotland business will be reimbursed in line with the organisation’s policy.

## Confidentiality

During employment and after leaving, an employee is required to keep all information obtained during their employment with the organisation confidential. This includes information about organisation’s business, clients or customers. It also includes the downloading of any software or copying any documents or files during employment. The only exception is if they are required to disclose information required by law or in the proper course of their duties.