# STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which The Preshal Trust, 8 Aboukir Street, Linthouse, Glasgow, G51 4QX

JOB TITLE

You are employed as Support Worker and your duties will be as advised by your Line Manager. Your duties may be modified from time to time to suit the needs of the business.

**PROBATIONARY PERIOD**

You join us on an initial probationary period of six months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. You will be informed of the outcome of your probationary period by your Line Manager and you should not consider your probationary period to have passed until such notification has been received. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

PLACE OF WORK

You will normally be required to work at 8 Aboukir Street, Linthouse, Glasgow, G51 4QX and at any sites as required by the needs of the Trust. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Your normal hours of work are 35 per week, 9:00 am. to 4:30 pm. Monday to Friday with a 30 minute unpaid break each day. Your normal hours are not variable, however, you may be required to work overtime/additional hours\* when authorised and as necessitated by the needs of the business.

REMUNERATION

Your salary will be £20,829 per annum from 1.4.2022 payable monthly in arrears by BACS as detailed on your pay statement. Your salary is set to compensate any additional hours worked. In your first year of employment your salary will be proportionate to the amount of time left in the year. We will ensure that you always receive no less than the National Minimum Wage/National Living Wage.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

**BENEFITS**

There are no benefits which apply to your employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st April and ends on 31st March each year, during which you will receive a paid holiday entitlement of 25 days. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year.

Conditions relating to the taking of annual leave are shown in the Employee Handbook to which you should refer.

In addition to the annual holiday entitlement you are allowed the following public/bank holidays each year with pay.

The public/bank holidays each year are:

New Year's Day 2nd January

Good Friday Easter Monday

The first Monday in May The last Friday and Monday in May

Glasgow Fair Monday

September Weekend Friday September Weekend Monday

Christmas Day Boxing Day

Entitlements are pro-rata for part-time employees.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

**OTHER PAID LEAVE**

You are entitled to the following types of paid leave subject to any qualifying criteria and notification requirements:

1. Maternity, paternity, adoption, shared parental leave with pay in line with statutory entitlements in place from time to time.
2. In addition, qualifying parents are entitled to parental bereavement leave and pay in line with statutory entitlements in place from time to time.

**SICK LEAVE, PAY AND CONDITIONS**

Any sickness absence taken is paid in line with our contractual sick/injury pay scheme (inclusive of SSP) which, on completion of your probation period, provides payment during periods of certificated sickness for one month full pay and one month half pay in any twelve month rolling period. Entitlements are pro-rata for part-time employees.

Conditions relating to the above are shown in the Employee Handbook to which you should refer.

**TRAINING**

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment standards. No further training entitlement is offered by the Company.

**CAPABILITY AND DISCIPLINARY PROCEDURES**

The disciplinary rules and procedures that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

**CAPABILITY/DISCIPLINARY APPEAL PROCEDURE**

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you must apply, either verbally or in writing, to the CEO within five working days of the decision you are complaining against. The Company will exercise discretion in hearing appeals which are submitted outside of this timeframe. Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

**GRIEVANCE PROCEDURE**

Should you feel aggrieved at any matter relating to your employment, raise a grievance promptly with the CEO either verbally or in writing. Whilst there is no deadline by which grievances must be lodged, it may be more difficult for the Company to effectively deal with your grievance if the complaints relate to something which took place a long time ago. Further information can be found in the Employee Handbook.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER**

Under 1 month’s service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period but less than 5 years’ service - 1 month.

**NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE**

Under 1 month’s service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of your probationary period - 1 month.

**PAY IN LIEU OF NOTICE**

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

**PENSION AND PENSION SCHEME**

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from your Line Manager.