

# **ASH Scotland**

## **Working practice and benefits**



### **Salary**

ASH Scotland operates an independent salary scale structure. Employees are appointed on the lowest point of an appropriate grade and usually receive a one scale point increment on the anniversary of joining, dependent on satisfactory performance. All salary increments are dependent upon sufficient funds being available within the organisation.

### **Pension**

ASH Scotland has a workplace pension scheme set up with Aviva, the employer contribution being up to 7% and the employee contribution being a minimum of 5%.

### **Life Assurance**

ASH Scotland contributes to a scheme that provides a death-in-service lump sum to an employee's nominated beneficiary/s of four times the salary for all employees providing that the qualifying conditions are met.

### **Sick Pay**

ASH Scotland provides a sick pay scheme to employees and is graded dependent on length of service.

### **Income Protection Scheme**

ASH Scotland contributes to an Income Protection Scheme for all Employees. The scheme provides up to 75% of salary for up to three years (if necessary) providing that the qualifying conditions are met. If an Employee is eligible for payment under this scheme, ASHS sick pay (if applicable) will be reduced by this amount.

### **Annual Leave**

Action on Smoking & Health (Scotland) (ASH Scotland) is a registered Scottish Charity (SC010412) and a company limited by guarantee (Scottish company no 141711)

ASH Scotland offers staff 7 weeks holiday per year inclusive of 10 statutory public holidays (pro rata for part time employees). In recognition of differing social and religious requirements these holidays are combined and the total of 7 weeks per year may be taken at the employee's discretion with approval from line manager.

In recognition of the varying demands of work life balance and to offer more flexibility, ASH Scotland also offers staff the opportunity to forgo salary in exchange for additional holidays (up to five additional days' holiday per year)

ASH Scotland also provides a seasonal free day (pro rata for part time employees) in addition to the yearly annual leave allowance.

### **Flexi-time/Flexible Working**

Normal hours of work are 35 hours per week from 9.00am to 5.00pm with a one-hour meal break. However, employees may participate in the optional flexi-time scheme, which operates between the hours of 8am and 6.00pm with a required 30-minute lunch break.

### **Assisted Study**

ASH Scotland wishes to support staff in their personal development and offers support where possible for study on courses that are relevant but not essential to their role within the organisation.