



### Terms and Conditions

<b>Hours</b>	Standard 35-hour work week. Hours for particular roles as detailed on Job Description. There is no payment for overtime – time off in lieu is available.
<b>Holiday Entitlement</b>	Holiday year runs from 1 April – 31 March. 37 days annual leave inclusive of public holidays (two weeks closure at Christmas and New Year). Holidays pro-rata for part-time staff. Holidays for term-time staff accrued according to hours worked.
<b>Pension Scheme</b>	Home-Start Glasgow North and North Lanarkshire operate a contributory pension scheme. Staff are eligible to join upon commencing employment. Up to 8% employer contribution.
<b>Mileage Allowance</b>	The mileage allowance for employees using own car is 45 <sub>p</sub> a mile.
<b>Probationary Period</b>	3 months. Employees will only qualify for annual increments on 1 April once this 3-month probationary period has been successfully completed.
<b>Sickness Provision</b>	<i>During 1<sup>st</sup> year of service:</i> One month's full pay <i>After completing 4 months' service:</i> 2 months half pay (in addition to 1 month above) <i>2<sup>nd</sup> year of service:</i> 2 months full pay, 2 months half pay <i>After 3<sup>rd</sup> year of service</i> 4 months full pay, 4 months half pay
<b>Salaries</b>	Paid on last Thursday of each calendar month. <i>Unless discussed otherwise, successful applicants are appointed on the first/starting point of a relevant pay band (as stated on the applicable Job Description).</i>

#### Pre-Employment Checks

Any offer of employment is subject to the following being obtained:

- 2 satisfactory references, one of which should be from current or most recent employer.
- A satisfactory Disclosure Certificate or PVG Scheme membership record.
- Proof of stated qualifications.
- Proof of UK driving licence held.
- Evidence of right to work in the UK.