

## Summary of Terms and Conditions of Employment – Support Staff

### ► Hours of Work

The normal working hours will be 37 per week. Part-time and proportional staff will work pro-rata to these hours. Staff may be required to work on a Saturday or Sunday in which case time off in lieu will be given during the normal working week.

### ► Annual Leave

The holiday year runs from 1 September to 31 August. Holiday not taken in one year cannot be carried over to the following year. The commencing holiday entitlement is 28 days per year rising to 33 days after 5 years' service with the college. The timing of annual leave is subject to prior agreement with your Line Manager. In addition to annual leave, there are 8 Bank Holidays a year. The Institute sometimes closes for a maximum of 4 days for efficiency reasons, and if this occurs these days must be deducted from your annual leave entitlement. Part-time or proportional staff holiday will be pro-rata to the above and calculated on actual days of work.

### ► Salaries

Salaries will be paid directly into bank accounts on the penultimate working day of the month. Salary scales are reviewed annually by the Governing Body. Increases agreed nationally are subject to adoption by the governing body. Increments, where applicable, are paid annually on 1 April until the maximum salary point of the grade is reached.

### ► Pension

Support staff are required to join the Local Government Pension Scheme (but may opt out if they wish to do so). Members of the scheme pay contributions at the rate of 6.0% of their gross salary and the Institute maintains the benefits of the Scheme by making a further contribution. Members can also elect to pay additional contributions in the form of Additional/Voluntary Contributions (AVC's) through the Prudential. Full details of the scheme will be provided with starters paperwork.

### ► Probation

New employees are subject to a probationary period of six months.

### ► Appraisal and Professional Development

All staff are required to participate in the Institute Appraisal Scheme. The Institute invests in staff training and in addition to ongoing development opportunities, usually sets aside a number of dedicated staff training days each year.

### ► Sickness Leave and Pay

Subject to staff meeting the conditions of the scheme, eg notifying absence, providing certificates etc, leave and payment for sickness absence is provided. Entitlement is based on length of service and payment is made on a full pay basis followed by half pay in line with the individual's entitlement.

### ► Mobility

Staff are normally based at one centre but may be required to travel to or work at other centres on a temporary or permanent basis. Travel incurred through duty mileage between centres will be reimbursed at the appropriate rate.