

## Standard Terms and Conditions of Employment Summary

**Pay Date:** On or around the 24<sup>th</sup> of the month

**Expenses:** On production of validated claim form with receipts, mileage paid at 45ppm

**Pension:** Employer = 3%, Employee = 5%, as per auto-enrolment regulations

**Probationary Period:** 6 months

**Hours of Work:** Full time equivalent hours are 37 hours per week. These hours are flexible but should normally be for seven and a half hours each working day Monday to Thursday and 7 hours on Friday, within the hours 8.00 am and 6.00 pm. If you work 6 hours or more, you are entitled to an unpaid rest break of 30 minutes; normally to be taken between 12pm and 2pm. Core hours are 10.00am to 12 noon and 2.00 pm to 4.00pm. Staff working full days or whole mornings/afternoons are expected to be at work during these times unless varied by prior agreement with their line manager. You may be required to work in the evenings or at weekends as Support Staffordshire may consider necessary to meet its needs or as may be necessary for the efficient discharge of your duties. In exceptional circumstances, time off in lieu may be given for work in excess of your normal hours.

**Holidays:** 28 days per year plus 8 English Bank and public holidays, pro-rata

**Sickness Pay:** as follows

	Full pay	Half Pay
Probation period	-	-
Beyond probation period up to 1 year	2 weeks	2 weeks
Second year	4 weeks	4 weeks
Each subsequent year	6 weeks	6 weeks