West Lothian College - Summary of Conditions of Service

Managers

ANNUAL LEAVE

The college offers a generous leave entitlement of a combined total of 45 leave days per annum.

This includes 30 flexible days.

In addition, there are 15 fixed holidays each year. These dates are:

- 2 days - Spring Break (March/April)
- 1 day - May
- 2 days - Autumn Break (October)
- 10 days - Winter Break (December/January)

SALARY PAY CYCLE

Your salary is payable in twelve equal monthly instalments, by means of a direct credit transfer to a bank account. The salary date is 28th of the month.

NOTICE PERIOD

The minimum period of notice to terminate employment to be given to the college by a member of support staff shall be as follows:

- Temporary employee – 1 week
- Permanent employee with a salary level of £40,000 or less – 4 weeks
- Permanent employee with a salary in excess of £40,000 – 12 weeks

The minimum period of notice to terminate employment to be given by the college to support staff employed on a temporary basis shall be one week. The minimum period of notice to terminate employment to be given by the college to support staff employed on a permanent basis shall be:

- 1 week for each year of continuous service where total service is less than 12 years with a minimum notice of 4 weeks
- 12 weeks where continuous service is 12 years or more

PENSION

You will automatically be enrolled in the appropriate Pension scheme (either the Local Government Pension Scheme or the Scottish Teachers' Superannuation Scheme) unless you choose to opt out. Both are career average pension schemes. Details of the two schemes can be found at www.lpf.org.uk or www.sppa.gov.uk

PROBATIONARY PERIOD

A six month probationary period applies for any new employee appointed to West Lothian College. During the probationary period performance and suitability for employment will be reviewed at any time during or at the end of the probationary period employment may be terminated with one week's notice in writing.

HYBRID WORKING

Depending on the nature of your role, the college may offer hybrid working opportunities. This means you may spend part of your time at our college campus (West Lothian College, Almondvale Crescent, Livingston, EH54 7EP) and part of your time working from home. Hybrid working arrangements are discussed and agreed upon with the postholder's line manager to meet the operational needs of the college. We would ensure you are provided with the equipment you require to work from home.

ADDITIONAL EMPLOYEE BENEFITS

- West Lothian College Rewards – Employee discount portal which gives access to a great range of discounts on a variety of retailers, services and everyday spending
- Excellent onsite facilities including gym and award-winning restaurant
- Credit Union
- Health Shield – provides healthcare cash plans
- Membership of the college library
- Cycle to Work Scheme
- Employee Assistance Programme
- Occupational Health Service
- Occupational Health Physiotherapy