West Lothian College - Summary of Conditions of Service

Lecturing Staff

SALARY

Starting salary will be determined by experience and qualifications as laid out in national lecturing terms and conditions.

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.

ANNUAL LEAVE

The college offers a generous leave entitlement of a 62 leave days per annum.

NOTICE PERIOD

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

- Temporary employee – 1 week
- Permanent employee– 4 weeks

The minimum period of notice to terminate employment to be given by the college to lecturing staff employed on a temporary basis shall be one week (subject to statutory minimum notice period). The minimum period of notice to terminate employment to be given by the college to lecturing 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 Scottish Teachers' Pension Scheme, administered by the Scottish Public Pensions Agency (SPPA), unless you chose to opt out. This is a career average pension scheme. Details of the scheme can be found at http://pensions.gov.scot

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

The college offers hybrid working opportunities. This means you will 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. Off-site working is specifically part of lecturers' terms and conditions – lecturers may work up to 7 hours per week off-site, taken as a minimum half-day block, but the timing of this is subject to management approval. When a lecturer requests the timing of such off-site working, the manager will determine whether to agree the request. Managers are required to act reasonably when considering such requests, but they are entitled to refuse if the exigencies of the college dictate.

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