SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

Job Title: Housing Assistant
Post Ref: OPS11
Hours: 35 Hours per week
Location: Hybrid working with an Invergordon office base
Days: Monday-Friday
Contract: Permanent
Salary: £32,320 - £35,918, Grade G4 - G1
Manager: Senior Housing Officer

The successful candidate will be provided with the Terms and Conditions of Employment on appointment.

1. Hours of Work

Hours of work are 35 hours per week, to be worked during the hours of 9.00am to 5.00pm on Monday to Friday, inclusive of a daily unpaid lunch break of one hour. Albyn operates a flexi-time system which is subject to operational requirements.

2. Place of work

Albyn Housing Society are currently operating a hybrid working model we are referring to as 'Hub, Home and Roam.'

- 'Hub' means you can still see colleagues face-to-face.
- 'Home' is about how we have shown we can be productive and efficient when working remotely.
- 'Roam' is about offering community-based service delivery, meeting customers, and visiting them in their homes or local communities.

This role will require the post holder to work in a hybrid working way.

3. Pay Arrangement

Salary is paid monthly by direct credit transfer to the employee's bank account on the last Friday of every month.

4. Holiday Entitlement

Employees are entitled to 28 days of paid annual leave and 12 days paid public holidays per year (pro rata for part-time employment). The annual leave year runs 1st April to 31st March.

5. Disclosure Level

The post is subject to a Basic Disclosure check.

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6. Probationary Period

The first four months of your employment will be a probationary period during which we will monitor your performance and conduct. This period is to help identify any training and development needs and provide appropriate development activities to help the individual achieve their full potential.
During the probationary period, either we may terminate your employment by giving one weeks' written notice or you may end your employment by giving four week's written notice. Following satisfactory completion of the probationary period, employment will be confirmed.

7. Sickness

In respect of absence from work due to illness or injury, in any one period of 104 weeks, you will be eligible to receive an amount equivalent to your salary in accordance with the following table.

Continuous service at the date sickness starts:	**Full allowance paid for:**	**Half Allowance paid for:**
Up to 1 year	5 weeks	5 weeks
Over 1 and under 2 years	9 weeks	9 weeks
Over 2 and under 3 years	18 weeks	18 weeks
Over 3 and under 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks

8. Period of Notice

After you have been continuously employed for one month and after the end of the probationary period, you may end your employment at any time by giving us not less than four weeks' prior written notice and we may end your employment at any time by giving you four week's written notice during the first four years' continuous employment and after that, one additional week's notice for each year of service, up to a maximum of twelve weeks' notice. Albyn Housing Society Limited reserves the right to make a payment in lieu of notice.

9. Disciplinary and Grievance matters

You will be subject to our disciplinary and grievance rules and procedures, which are available from the Human Resources department. Such rules and procedures are non-contractual and may be altered or added to from time to time.

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10. Use of Own Vehicle and Mileage Rates
Employees travel to and from their normal place of work in their own time and at their own expense. Employees travelling on authorised business for Albyn Housing will be entitled to reclaim expenses under the criteria of essential and non-essential car users. Details are set out in our prevailing travel policy, which is available from the Human Resources department.

11. Pension
You will be automatically enrolled in our defined contribution pension scheme, subject to satisfying certain eligibility criteria. You will be required to contribute 5% as the employee contribution and may opt out if you wish but if you do, we are required to enrol you again within 3 years' time. Details of the scheme will be provided to you and further details are available from the Human Resources department.