SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Assistant Surveyor

Salary
The salary for this post will be £29,927 per year depending on skills, qualifications, and relevant experience. Salaries are paid on 21st day of the month. This role receives a car allowance.

Pension
Staff who are new to Cottsway are automatically enrolled into the SHPS Defined Contribution Pension Scheme provided by the Pensions Trust. Employees contribute up to 5% of salary and Cottsway contribute up to 10%.

Annual Leave
The annual leave entitlement for this post will be 25 days, plus Bank Holidays, per year rising to 28 days, plus Bank Holidays, after 2 years consecutive service.

Working Hours
The working hours for this post are 37 hours per week.

Flexible Working and TOIL Policy
The Association operates both these systems to complement each other and promote flexibility for employees. Employees can accrue a maximum of 12 days TOIL per year, with prior approval from their line manager.

Sick Pay
Staff receive occupational sick pay according to their length of service:

Service	**Entitlement**
Less than 6 months or during probationary period (including any extension to probation)	5 days (1 week) full pay
6 months (or successful completion of probation) up to 1 year	10 days (2 weeks) full pay, 10 days half pay
Between 1 and 2 years	22 days (1 months) full pay, 22 days half pay
Between 2 and 3 years	44 days (2 months) full pay, 44 days half pay
Between 3 and 4 years	66 days (3 months) full pay, 66 days half pay
Over 4 years	88 days (4 months) full pay, 66 days half pay

Compassionate Leave and Dependency Leave
The Association provides up to 5 days paid dependency leave (for family emergencies) and 5 days paid compassionate leave per year.

Notice Period
1 month

Probationary Period
The appointment will be subject to a 6-month probation period.

Other benefits
Discounted Leisure Centre membership
Cycle to work scheme
Generous Maternity/Paternity leave
Private medical insurance after successful completion of probation period
Employee assistance programme

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide but should not be treated as a substitute for a full contract of employment.