

## SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

### Development Assistant (New Homes)

#### Salary

The salary for this post will be £24,456 per year depending on skills, qualifications, and relevant experience. Salaries are paid on 21<sup>st</sup> day of the month.

#### 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.**