

## **SUMMARY OF MAIN CONDITIONS**

### **1.0 Probationary Period**

All appointments are subject to satisfactory completion of a six-month probationary period.

### **2.0 Salaries and Pensions**

#### **2.1 Salary Scales**

The salary scale used by Housing Rights is determined by the Board of Directors, normally based on the Northern Ireland Civil Service.

The salary grade for this post is on a scale from £23,925 - £24,975 p.a.

#### **2.2 Childcare Vouchers**

Staff will have the option of sacrificing part of their salary in order to benefit from the Childcare Voucher Scheme operated by Housing Rights. Details of the scheme are available from the Business Support Manager.

#### **2.3 Payment of Salaries**

Salaries are paid monthly in arrears on the sixth last banking day of each month by the Business-On-Line Banking System which transfers payment directly to the employee's bank or building society account. An itemised pay statement, specifying the gross and net salary payable and the amounts of any fixed or variable deductions is also provided to each employee.

#### **2.4 Pay Progression**

Your salary will normally be reviewed annually. Subject to satisfactory performance and within salary limits, any pay progression is normally awarded each year when pay settlements have been agreed between Civil Service Management and Trade Union side of the Central Whitley Council (NI) and awarded (or backdated to) the 1<sup>st</sup> August. Housing Rights, in assessing pay progression normally follows the N.I. Civil Service Settlement, subject to the overall financial viability of the organisation. In certain circumstances, pay progression may be withheld as part of Housing Rights' formal disciplinary procedures.

#### **2.5 Additional Allowance for Temporary Extra Duties**

Housing Rights may from time to time require an employee to assume temporarily but fully the entire responsibilities of another higher graded post - where the other post holder has resigned, is absent on sick leave or maternity leave (but not annual leave) or is absent for other reasons for a period in excess of one month. In this case the employee will receive an additional allowance commensurate with the extra duties that they are required to undertake for such a period as determined by the Director. The

employee will revert back to his/her previous normal salary on completion of this period.

## **2.6 Pensions**

In accordance with legislation, all eligible workers will be automatically enrolled into a workplace pension scheme, on commencement of employment, on the statutory minimum contribution rate basis from both employee and Housing Rights. If you do not wish to stay in the scheme there is an option to opt out however this cannot be done before you have been enrolled into the scheme.

If you prefer to join any pension plan other than detailed above, Housing Rights will not pay an employer's contribution to such a plan.

Details of the schemes are available from the Business Support Manager.

## **3.0 Place and Hours of Work**

### **3.1 Place of Work**

Applicants for all posts with Housing Rights shall be informed, before an appointment is made, of their designated place of work. That place of work will also be clearly stated in the Written Statement of Terms and Conditions of Employment supplied to each new employee on appointment. However, employees may be required to work away from their initial workplace at an alternative place of work within Northern Ireland.

### **3.2 Working Hours**

Housing Rights offices are open for business from 9.00 am to 5.00 p.m. each weekday.

The normal working hours of each employee will be specified in the contract of employment.

A scheme of flexible working hours may be implemented at the discretion of the Director.

### **3.3 Part-time Staff**

Staff engaged on a part-time contract are required to work 18.5 hours per week exclusive of meal-breaks.

### **3.4 Actual Working Times**

Subject to the needs of the Housing Rights, actual working times within the above limits may be set by mutual agreement with the employee's manager, subject to the approval of the Head of Business Services.

### **3.5 Time off in Lieu**

Where a system of flexible working hours is in operation, time off in lieu should normally be taken within the calendar month in which it is worked, subject to the approval of the employee's manager.

### **4.0 Annual Leave**

Once you have completed one year's continuous service by the end of the leave year you will be entitled to 25 day's annual leave with pay.

In addition to the annual holiday leave you are entitled to 12 customary holidays (normally Bank and Public holidays) with pay at normal basic rate, the dates to be specified by the Director from year to year.

### **5.0 Employment Allowances**

#### **5.1 Travel**

Traveling expenses incurred by you in the performance of your duties will be reimbursed in accordance with the organisation's travel allowance policy.

#### **5.2 'Mileage' allowance (April 2011)**

All engine capacities

Up to 10,000 miles            £0.45 per mile

Over 10,000 miles           £0.25 per mile

#### **5.3 Subsistence & related allowances**

Subsistence and related allowances shall be paid where the employee necessarily incurs expenses when on duty outside the workplace.

### **6.0 Smoking Policy**

Housing Rights operates a No-Smoking Policy.

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