

# Aberdeenshire Council – Local Government Terms & Conditions of Employment

## Area: Early Years & Childcare

<b>Conditions of Service</b>	Conditions of Service are those of the Scottish Joint Council for Local Government employees Pay and Conditions as adopted and amended by Aberdeenshire Council.
<b>Hours of Work</b>	Hours of work may be part –time or full-time (36.25 hours a week). Early Years settings may run from 9am to 3pm or 8am until 6pm and hours of work for employees are within these times dependent on your setting.  You will either work Term Time only (39 weeks per year) or 52 weeks per year.
<b>Place of Work</b>	You will be placed on a Network contract of employment as you are employed to meet the needs of a Children's Service Network (CSN) and if the needs of children within a CSN change, flexibility of location and willingness to travel a reasonable distance (typically up to 25 miles) between schools in the network or to a neighbouring network will be required.  There may be a requirement to cover multiple settings.  A CSN comprises a cluster of Primary Schools within a certain area.
<b>Pay</b>	Employees are paid by bank transfer on the 2 <sup>nd</sup> last banking day of the month and you will be paid in 12 equal monthly instalments. Where appropriate you will receive an annual increment on 1 <sup>st</sup> April each year, until you reach the top of the grade.
<b>Screening Checks</b>	This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007.  This post requires a PVG Scheme membership and may require a PVG Scheme update check.  Should you be referred, listed or barred from working with children or protected adults during your employment, your employment may be terminated with immediate effect.
<b>Annual Leave</b>	<u>Working 39 weeks per year</u>  Annual leave will be as per school holidays. There will be a requirement to work the In-Service Days (pro-rated for part-time employees).  <u>Working 52 weeks per year</u>  Depending on length of service you will be entitled to 28 (203 hours) or 33 days (239.25 hours) annual leave, after 5 years continuous service, this will be pro-rated for part-time / term-time employees. The leave year is 1 <sup>st</sup> January to 31 <sup>st</sup> December.  Note: You will have to retain annual leave from your allocation for dates when the setting is closed eg 1 day at Mid Term (normally February), 2 Occasional Days (days set by the Cluster Network Schools), various days at Christmas and New Year. These dates will be advised by the Service.
<b>Public Holidays</b>	<u>Working 52 weeks per year</u>  There are 6 paid public holidays. Part-time / term-time employees are given a pro-rated entitlement to reflect their particular working arrangements.

<b>Sickness Absence</b>	Your entitlement to sickness allowance will be in accordance with the scheme of sickness allowance set out in the Scottish Joint Council for Local Government employees pay and conditions (see below):		
		<b>Length of all continuous service at commencement of absence</b>	<b>Full allowance for:</b>
		Less than 26 weeks*	Nil
		26 weeks or more, but less than 1 year	5 weeks
		1 year, but less than 2 years	9 weeks
		2 years but less than 3 years	18 weeks
		3 years, but less than 5 years	22 weeks
		5 years or more	26 weeks
<b>Pension</b>	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary. The scheme is currently an average salary pension scheme.		
<b>Personal Performance Plan (PPP)</b>	All employees are entitled to annual review with their manager, to identify any development needs and set objectives for the coming year.		
<b>Employee Benefits</b>	Aberdeenshire Council offers a wide range of employee benefits that add value to your salary and contribute to your wellbeing. The Council has appointed an external provider, to bring you the myBenefits website. The website gives you access to exclusive discounts from shopping to days out and with thousands of offers there is something for everyone, allowing you to make savings whether you shop in-store or online. It also gives you access to a range of tax-efficient salary sacrifice schemes. To promote the Council's commitment to having a healthy workforce counselling and physiotherapy are also offered to employees.		
<b>Trade Union</b>	The Council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.		
<b>Health &amp; Safety</b>	The Council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Health and Safety Policy.		