

# **West Lothian College - Summary of Conditions of Service Support Staff**

## **SALARY**

All new employees will normally commence employment at the first point of the salary scale associated with their new role.

Your salary is payable in twelve equal monthly instalments, by means of a direct credit transfer to a bank account. The salary date is 28th of the month.

## **ANNUAL LEAVE**

The College offers a generous leave entitlement of a combined total of 45 leave days per annum.

This includes 30 flexible days per annum.

In addition there are 15 fixed holidays each year. These dates are:

- 2 days - Spring Break (March/April)
- 1 day - May
- 2 days - Autumn Break (October)
- 10 days - Winter Break (December/January)

## **NOTICE PERIOD**

A postholder is required to give a minimum of 4 weeks notice.

The minimum period of notice that the Board has to give the postholder is:

- 4 weeks where service is less than 5 years;
- 1 week for each year of continuous service, where total service is at least 5 years but less than 12 years;
- 12 weeks where service is twelve years or more.

## **PENSION**

You will automatically be enrolled in the Local Government Pension Scheme, administered by the Lothian Pension Fund (LPF), unless you chose to opt out. This is a career average pension scheme. Details of the scheme can be found at [www.lpf.org.uk](http://www.lpf.org.uk)

## **PROBATIONARY PERIOD**

A six month probationary period applies for any new employee appointed to West Lothian College. During the probationary period performance and suitability for employment will be reviewed at any time during or at the end of the probationary period employment may be terminated with one week's notice in writing.

## **ADDITIONAL EMPLOYEE BENEFITS**

- PERKS – Employee discounts with various organisations
- Credit Union
- Health Shield
- Cycle to Work Scheme
- Employee Assistance Programme