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Summary of Terms and Conditions of Employment - Support Staff

Hours of Work

- Your normal working hours will be 35 hours a week.

Annual Leave

- The basic annual leave entitlement is 30 days a year, which rises to 33 days after 5 years' service with the College.
- Of these 30 days up to 5 days are to be used when the College's activities are suspended in the interests of efficiency (normally around Christmas time).
- The annual leave year runs from 1 April to 31 March and the timing of all annual leave is subject to prior agreement with your Line Manager.
- In addition to annual leave, there are 8 Bank Holidays a year when the College is closed.

Pension

- Support staff are eligible to join the Local Government Pension Scheme (LGPS). Members of the scheme will pay contributions at a rate of 6% of their gross salary.

You can also elect to pay additional contributions in the form of:

- Purchasing additional years
- Additional Voluntary Contributions

Further details are available from the College's Payroll Department.

Maternity Leave

- There is a provision for paid maternity leave for business support staff with qualifying service at the time of childbirth. Those who qualify will receive 40 weeks paid leave at various rates.

Probation

- All new employees are subject to a probationary period of six months.



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Salary

- Salaries are paid directly into bank accounts on the last working day of each month.
- Salaries will be determined in accordance with the salary scales in use in the College, which will be reviewed annually after consideration by the Corporation of nationally negotiated agreements.
- Your salary progression will be determined in accordance with the incremental arrangements in use in the College.
- Support staff have common incremental dates of 1st April until they reach the maximum salary point for their grade. Increments are awarded subject to satisfactory performance.

Contractual Sickness Pay

- If you are absent from work due to sickness or injury, you will be eligible to receive sick pay in accordance with the Corporation's Sickness Policy, a copy of which will be supplied to you.

Notice Period

- One months' written notice is required for you to terminate your employment. For more senior posts you are required to submit two months notice.



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