

ANNIESLAND COLLEGE

ADDITIONAL INFORMATION FOR SUPPORT STAFF

Conditions of Employment

The Board of Management of Anniesland College is party to the Recognition and Procedure Agreement that has been agreed between the College Management of Anniesland College and UNISON. Under this agreement there is established the Joint Negotiating Committee for support staff which determines the pay and conditions of service for support staff.

Interview Expenses

Should you wish to be reimbursed for travelling expenses you should raise this with the Human Resources Manager at interview. Please note that in such instances expenses will consist of second-class rail or bus travel.

Hours of Duty

Hours of Duty will be 35 per week with one hour unpaid break each day.

Salary & Pay Date

The starting points on all scales will be determined according to qualifications and experience. Increments within scales are normally awarded on 1 April each year.

Salary will be paid monthly in arrears in 12 equal monthly instalments by credit transfer in to the employees designated bank or building society account on the 23rd of each month. Where the 23rd falls on a Saturday or a Sunday, payment will be made on the Friday before.

Superannuation

You will have the option to join the Local Government Superannuation Scheme.

Annual leave

The College's holiday year operates between the 1st January and the 31st December. As a new member of staff you will be entitled to 30 days annual leave plus thirteen (13) public holidays.

Annual Leave entitlement rises to 31 days after 1 year's service and continues to rise each year up to a maximum of 33 days. Part time members of staff are entitled to pro rata holiday entitlement and public holidays.

The College closes for 2 weeks over the Christmas and New Year Period, therefore support staff **must** keep **6 days annual leave** to cover them over this period (pro rata). Individuals therefore have 24, 25, 26 or 27 days annual leave (depending on service) to take at a mutually agreeable time throughout the holiday year period. All holidays must be agreed in advance with your Manager. Annual leave should normally be taken during the College Easter, Summer and October breaks - Embargoes do apply at other times of the year, however your manager will try to accommodate you. The needs of the College may have to take precedence.