



## Wigan and Leigh Housing Extracts from Conditions of Service

### Salary

The salary range of the post is as stated on the job advert. Pay awards are payable with effect from 1<sup>st</sup> April each year. Salaries are paid by bank credit transfer on the 20<sup>th</sup> of each month, or the previous banking day if this falls on a weekend. Salaries are paid for the whole month i.e. 3 weeks in arrears and 1 week in advance.

### Pension

All employees age under 75 with a contract of at least 3 months are eligible to join the Local Government Pension Scheme. This is a final salary linked scheme. You will contribute between 5.5% - 7.5% depending on your level of pay and Wigan and Leigh Housing will contribute a higher percentage. Further information on the scheme can be found at [www.gmpf.org.uk](http://www.gmpf.org.uk)

### Hours of work

Your standard working week as a full time employee is 37 hours, exclusive of meal times. Hours of work for part-time appointments will be detailed in the advertisement.

### Flexible working arrangements

We aim to provide more choice and improved flexible working arrangements. Individual requests will be accommodated if the delivery of the service can be protected.

### Annual leave entitlement (Local arrangements made to replace National Conditions)

Employees with less than 5 years continuous local government service on appointment with Wigan and Leigh Housing:

Job Grades	Basic entitlement	After 2 years service with Wigan and Leigh Housing	After 5 years local government service	After 20 years service with Wigan and Leigh Housing
SO1 and above	27 days	29 days	34 days	36 days
Scale 5 – 6	24 days	26 days	31 days	33 days
Scale 1 – 4 and Apprentice	21 days	23 days	28 days	30 days

Employees with at least 5 years continuous local government service on appointment with Wigan and Leigh Housing:

Job Grades	Basic entitlement	After 2 years service with Wigan and Leigh Housing	After 20 years service with Wigan and Leigh Housing
SO1 and above	32 days	34 days	36 days
Scale 5 – 6	29 days	31 days	33 days
Scale 1 – 4 and Apprentice	26 days	28 days	30 days

## **Sick pay**

You will be entitled to sick pay in accordance with national conditions.

During 1 <sup>st</sup> year of service, for the first 4 months	1 month's full pay
During 1 <sup>st</sup> year of service, after 4 month's	1 month's full pay and 2 month's half pay
During 2 <sup>nd</sup> year of service	2 month's full pay and 2 month's half pay
During 3 <sup>rd</sup> year of service	4 month's full pay and 4 month's half pay
During 4 <sup>th</sup> and 5 <sup>th</sup> year of service	5 month's full pay and 5 month's half pay
After 5 years' service	6 month's full pay and 6 month's half pay

## **Training and development**

We are committed to the continual training and development of our employees and operate an annual employee appraisal scheme called Personal Performance and Development (PPD).

## **Travelling allowance**

Where it is necessary for an employee to use his/her car on Company business a casual car user allowance is payable. Certain posts are designated 'Essential Car User Posts' and are paid accordingly.

## **Leisure facilities**

Discounted rates for the use of some leisure facilities will be available to you.

## **Loans**

The Co-operative Bank offers a direct loan scheme available to you.

## **Notice**

The periods of notice required by the Company are as detailed below:

Posts graded above PO 17	4 months
Posts graded PO 7 to PO 17	2 months
All other employees	1 month

## **Interview expenses**

If you attend an interview you can receive out of pocket expenses in accordance with the Company's scale of allowances. In the event that you withdraw your application or refuse an offer of employment on grounds which, in the opinion of the appointing committee, are inadequate, no expenses will be paid. If you are successful and appointed expenses will not be paid until you take up your duties.

## **Medical assessment**

All appointments are subject to the successful applicant satisfying Wigan and Leigh Housing as to his/her medical fitness for the duties of the post.

## **Employment references**

All appointments with Wigan and Leigh Housing are subject to receipt of satisfactory employment references.

## **No Smoking Policy**

The Company operates a no smoking policy. Employees are not allowed to smoke in the workplace, on site, in company vehicles or to take smoking breaks during work time.