

Centres and Holidays Department

Seasonal Instructor, Lendrick Muir

TERMS AND CONDITIONS OF SERVICE



1. HOURS

The post is **full -time**, working 40 hours per week, subject to variation in accordance with the fulfilment of your responsibilities and by agreement with your line manager. The term of the post is 27th February to 31st August 2012.

2. PROBATIONARY PERIOD

The first three months of your employment will be probationary. Your performance will be reviewed throughout this period. If your performance is satisfactory at the end of this period your fixed term appointment will be confirmed. The employer reserves the right to extend your probationary period.

3. TERMINATION OF EMPLOYMENT

During the probationary period the notice required to be given either by you or Scripture Union Scotland to terminate your employment is one week.

Except during the probationary period the length of notice which you are obliged to give the organisation to terminate your employment is one month.

Except during the probationary period the length of notice which you are entitled to receive from the employer to terminate your employment is one month until you have been continuously employed for five years. Thereafter you will be entitled to one week's notice for each completed year of service up to a maximum of twelve weeks.

Your employment may be terminated summarily in the event of a breach of contract by you that warrants summary dismissal.

4. SALARY PACKAGE

£7,200 to £9,600 per annum (dependent on experience) plus food and accommodation (which is valued at £4,000 per annum).

Salary will be paid in arrears on a monthly basis, on or before the 28th of each month.

5. PENSION ARRANGEMENTS

Scripture Union Scotland operates a Group Personal Pension Scheme administered by Scottish Equitable PLC for employees over 18 and under 75 years of age which you will be invited to join when you commence employment. To join the scheme, you are required to make a minimum employee's contribution of 4% of gross pensionable salary*. Should you choose to join the scheme, an employer's contribution of 9% of gross pensionable salary will be paid following successful completion of your probationary period, with contributions backdated to the date your employee contributions started if this is earlier.

* NB 'gross pensionable salary' includes the deemed annual value of any accommodation included in the above salary package.

6. LIFE INSURANCE COVER

Life insurance cover of three times your annual salary is provided, with the premium being paid for by Scripture Union Scotland.

7. HOLIDAYS

The holiday year runs from 1 April to 31 March. For the duration of your fixed term contract you will be entitled to 17 days paid holiday (this amount is inclusive of entitlement to local and national holidays). Annual leave entitlement will increase with length of service.