

## Terms and Conditions

### Probationary Period

The probationary period starts from the **first day of employment** with 42<sup>nd</sup> Street and lasts for **six months**. The employee's progress and performance will be reviewed before the end of this period so that their employment can be confirmed for the duration of the contract or terminated in accordance with 42<sup>nd</sup> Street's policies and procedures. After completion of the probationary period the employee's work will be reviewed through annual reviews.

### Disclosure and Barring Service Check

All staff and volunteers at 42<sup>nd</sup> Street are required to undertake an enhanced Disclosure and Barring Service check. Disclosure of a conviction does not automatically debar someone from consideration. The conviction will be taken into account if it is considered to be one that would make someone unsuitable for this type of work. The kind of offences that would bar someone from being appointed include those against children and other vulnerable groups, serious drug related offences and offences involving violence. Offences involving theft, deception, fraud, etc. may also disbar someone from employment or a volunteer or trustee position. The length of time since the conviction will also be taken into account. If you have any queries about this please contact the Chief Executive, Simone Spray.

### Pay

Salaries are normally paid on the 15<sup>th</sup> day of each month by BACS. Part-time staff will be paid pro-rata. No overtime payments are made.

An employee's salary will increase to the next point on the agreed salary scale on 1 April each year until they reach the top of your scale. Employees with less than six months service on 1 April will not be eligible for the incremental increase for that year.

A cost of living pay increase will normally be awarded each year in line with NJC agreements.

### Annual Leave

42<sup>nd</sup> Street employees are entitled to **27 days** annual leave each year, plus public holidays. After 5 years' service, annual leave entitlement rises to **30 days** per year. Part-time workers take annual leave and public holidays on a **pro-rata** basis.

After five years' continuous service staff are entitled to an additional **3 days** Annual Leave (pro-rata for part-time staff). These additional days will come into effect for the year commencing 1<sup>st</sup> April following that during which five years continuous service was completed.

For the purposes of calculating years of service for annual leave, if staff have worked at least six months prior to the 1<sup>st</sup> April following their appointment then this period will count as one full year.



Employees who start work part way through the annual leave year have their holidays calculated on a pro-rata basis.

### **Pension Scheme**

42<sup>nd</sup> Street operates an organisational pension through The Pension's Trust. The organisation pays 3% of a member's monthly salary into a pension. Employees are required to pay 5% paid monthly by 42<sup>nd</sup> Street to this pension scheme. 42<sup>nd</sup> Street is unable to pay into any other pension scheme other than the scheme which is in operation with the Pensions Trust.

### **Trade Union**

42<sup>nd</sup> Street encourages employees to join a Trade Union of their choice. 42<sup>nd</sup> Street currently recognises Unison and consults and negotiates with the union on relevant matters relating to terms, conditions and major organisational changes that impact on staff.

### **Travel Expenses**

42<sup>nd</sup> Street will reimburse legitimate travel expenses incurred by staff in the course of their work in line with organisational policy and procedure. You will not be paid for travel to/from home to/from your working location.

Private car usage: A mileage allowance is paid in line with the Inland Revenue's Fixed Profit Car Scheme. Car parking whilst out on business for 42<sup>nd</sup> Street may be claimed in full - receipts must be attached you any expenses claim.

Rail: 2<sup>nd</sup> class rail fares are reimbursed for travel when on business for 42<sup>nd</sup> Street - the cheapest fare option should be selected wherever possible.

Bus: Bus fares incurred on 42<sup>nd</sup> Street business may be claimed on the production of tickets.

Bicycle: 42<sup>nd</sup> Street operates a Bike to Work scheme which staff can join. A mileage allowance is paid in accordance with our travel expenses policy.

