

## EMPLOYMENT INFORMATION

The following is some useful information which should answer a few of your questions about working with Aire Valley Homes Leeds

### General

The general conditions of service are in accordance with the scheme of conditions set by the National Joint Council (N.J.C) for Local Government Services, as amended by the Council time to time.

All positions graded EO and above fall under the Joint Negotiating Committee for Chief Officers of Local Authorities (J.N.C)

### OFFICE HOURS

Hours of work depend upon the nature of the post but are usually 37 hours – see full job description or advert for details of this post. The flexitime system operated by Aire Valley Homes Leeds allows staff to fix their own hours of work, in consultation with their manager, to suit their personal circumstances.

Staff must be present during certain fixed hours, they must work their contracted number of hours during this period of the scheme and should work to an agreed pattern.

### PAY

You will be paid monthly by direct credit into your bank or building society account on the 16<sup>th</sup> day of every month. Where the 16<sup>th</sup> falls on a Saturday or Sunday, you will be paid on the preceding Friday.

### ANNUAL LEAVE

The Annual Leave period runs from 1<sup>st</sup> April to 31<sup>st</sup> March and is related to salary points. The Annual Leave entitlement is as follows:

	Basic	April following 5 Years service
Scale B1 to B3	21	25
Scale C1 to C3	21	26
SO1 to Mid Point PO3	23	28
Mid Point PO3 and above	25	30

In addition, officers usually receive statutory and discretionary holidays as follows:  
Good Friday, Easter Monday and Tuesday, May Day Holiday, Spring Bank Holiday Monday and Tuesday, Christmas Day and Boxing Day, New Years Day.

### BIRTH and DOMESTIC LEAVE

Aire Valley Homes Leeds has one of the best Birth and Domestic Leave policies in the country. Aire Valley Homes Leeds makes provisions not only for women expecting/adopting but also for the father or person nominated by the mother.

### PENSION

All employees aged 16 or over are eligible to join the West Yorkshire Pension Fund. Deductions are made at 6.5% of basic salary.

### **JOB SHARING**

A system of job sharing is in operation which allows applicants to apply for a full time post (unless the advertisement states otherwise) on the basis that they wish to job share with or without a partner.

### **RELOCATION ALLOWANCES**

Relocation Allowances are available in appropriate circumstances including legal and agent fees and removal expenses, subject to limits which are reviewed from time to time.

### **HEALTH SCREENING**

Facilities are available through Aire Valley Homes Leeds Occupational Health Facility for both men and women to undergo regular health screening.

### **REHABILITATION OF OFFENDERS ACT 1974**

Under the above Act, candidates are required to give details of any convictions which are not 'spent'. Failure to do so may render them liable to summary dismissal.

If anyone is sentenced to more than 2.5 years in prison, that conviction can never become 'spent'. It is the sentence imposed by the court that counts (even if it is a suspended sentence). NOT the time actually spent in prison.

### **TRAINING AND STAFF DEVELOPMENT**

Aire Valley Homes Leeds has a progressive approach to training and staff development.

All new employees attend an induction course and further development is identified through a personal appraisal development system (**PADS**).

### **PERIOD OF NOTICE**

The period of notice you are requested to give to terminate your employment is as stated in your State of Particulars.

These details do not constitute a Contract of Employment. On appointment the successful candidate will be given an official Statement of Particulars defining his/her individual terms and conditions of service.

**HUMAN RESOURCES SECTION**  
**TELEPHONE: (0113) 2149001/2149002**