

## **Below are some of the key terms and conditions of employment with West Lothian Council.**

### **Conditions of Service**

Conditions of Service are those of the scheme of Salaries and Conditions of Service for Chief Officials and their Deputies as adopted and amended by West Lothian Council.

### **Hours of Work**

Hours of work for a full-time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00.

However, Chief Officials are required to work additional hours as necessary to meet service requirements.

### **Pay**

Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade.

### **Annual Leave**

Depending on length of service you will be entitled to either 26(187.2 hours) or 31 (223.2 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December.

### **Public holidays**

There are 7 paid public holidays.

Part time employees are given a pro-rated holiday entitlement to reflect their particular working arrangements.

### **Pension**

You are legally required to make provision for your pension.

Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.

## Employee lifestyle benefits

The council's Employee Lifestyle Benefits scheme offers all council staff access to a huge range of discounts across the UK's major retailers including supermarkets, technology, fashion, travel and much more as well as cycle to work agreements.

West Lothian Council also staff receive exclusive discounted membership rates at Xcite West Lothian Leisure.

## Health and Wellbeing

The council is committed to ensuring a healthy and safe working environment for all employees. The council offers an Employee Assistance Programme to all employees alongside a range of resources to support health, safety and well-being in the workplace through its Four Pillars of Wellbeing framework.

Where absent from work due to ill health, your entitlement to sick pay will be in accordance with the Scheme of Salaries and Conditions of Service for Chief Officials and their Deputies.

## Performance

Review and Personal Development

All employees are entitled to annual review with their manager, to identify any development needs and set objectives for the coming year.

The postholder may be required to attend other council offices in West Lothian

## Pool Cars

The council provides access to pool cars for employees who need to drive as part of their job. You must have a valid driving licence. Trade Union The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.