

## Terms and Conditions of Employment for Employees

### 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.

### Sickness Absence

Your entitlement to sickness allowance will be in accordance with sickness provisions set out in the Scheme of Salaries and conditions of service for Senior Officers.

### 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.

## Appraisal Development and Review

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

## Employee Benefits

The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure.

To promote the council's commitment to having a healthy workforce, counselling and physiotherapy are also offered to employees.

## Pool Cars

The council provides access to pool cars for employees who need to drive as part of their job.

## 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.

## Health and Safety

The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the council's Health and Safety Policy.