

# TONBRIDGE & MALLING BOROUGH COUNCIL

## SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT FOR POSTS GRADED SCALE 1 TO 6 AND SENIOR OFFICER

The Authority has a local salary system. Most other conditions, including the grading structure, are determined in line with the appropriate national agreements. The main conditions are as follows:-

### SALARY



All posts are allocated a grade or scale (please see job description for details). Appointments can be made on any point in the scale depending upon skills, qualifications and experience.

Progression is via annual increments normally awarded on the 1st April each year, subject to a minimum of six months service. Salaries are paid by credit transfer on the 15th of each month, and are reviewed annually on the 1st April each year.

### PENSIONS



If you are currently a member of the Local Government Pension Scheme you will automatically remain in membership (unless you opt out by informing us in writing). If not, you will be required to choose the form of pension arrangement you would like.

The options open to you are :-

- ❖ Elect to join the Local Government Pension Scheme where contributions vary from 5.5% to 7.5% according to salary;
- ❖ Make your own arrangements through either membership of a personal pension or the State Earnings Related Pension Scheme (SERPS).

This decision is important for you and your family's future financial security. Therefore, should you be in any doubt please do not hesitate to contact Personnel Services for information.

### HOURS



Contractual hours of work are 37 per week. The Council operates a policy of flexible working which includes a flexitime system. This policy allows a flexible approach towards starting time, length of lunch break and leaving times. This enables us to determine employees' hours of work direct with individuals to take account of service needs and employee travel and domestic arrangements.

### HOLIDAYS



Leave entitlements vary according to grade. In addition to the contractual entitlements quoted below, each employee will receive two extra-statutory days.

	<i>Under 5 years LG service</i>	<i>More than 5 years continuous LG service</i>
Scale 1-4	21 days	26 days
5-6	22 days	27 days
Senior Officer	23 days	28 days

## **NEW EMPLOYEE REVIEW**



The Council operates a 6 month probationary period for new employees. This is designed to help people settle into their post and to provide opportunities for the job and performance requirements to be discussed.

## **PERFORMANCE APPRAISAL**



The Council has introduced Performance Appraisal for all staff to assist with its commitment to our customers to provide high quality, but efficient service and to aid officers' development. Accordingly, if appointed, you will participate as either appraisee or appraiser as appropriate. Training is provided as necessary.

## **SICKNESS**



Payments are made in line with national conditions and vary depending upon length of service up to a maximum of 6 months full pay and 6 months half pay.

## **RELOCATION ASSISTANCE**



This will be payable to employees who live more than 20 miles from the place of work who are required to move by their Chief Officer. The level of payment is reviewed annually but currently stands at £6,500 + VAT.

## **MORTGAGE SUBSIDY**



A mortgage subsidy is payable to those who meet the criteria of the Relocation Scheme and will need to spend more to purchase a comparable property. The subsidy is payable over 4 years following the commencement of employment.

## **SMOKING POLICY**



Smoking is prohibited in all Council buildings and restricted to specific places on Council property.

## **OFFERS OF EMPLOYMENT**



All offers of employment are made subject to the receipt of references that are satisfactory to the Council, and medical clearance. Applicants should be aware that requests for references will include a request for information concerning past attendance records, including levels of sickness absence.

**N.B.**

*This document is a summary and does not override any provisions in the Council's conditions of service or individual employment contracts.*