

Summary Employment Terms for Sales Assistant

Employer: Highland Residential (Inverness) Limited

Job Title: Sales Assistant

Location: Inverness

Post Ref: HRIL31

Term: Permanent Contract

Salary: Up to £20,000 - £22,220 per annum (pro-rata, depending on experience)

Other: Potential discretionary bonus award

Line Manager: Operational Manager

Contracted Hours: 21 hours per week

Working Days: Monday to Friday (working pattern to be confirmed)

1. Hours of Work

The normal hours of work are 21 hours per week, to be worked during the hours of 9.00 am to 5.00 pm on Monday to Friday with occasional evening and / or weekend work. Working pattern to agreed. Highland Residential operates a flexi-time system which is subject to operational requirements.

2. Place of work

The normal place of work will be at our Inverness office, but the position requires you to agree to perform your duties in such other places, for example the Invergordon office as we may reasonably require from time to time.

3. Pay Arrangement

Salary is paid monthly by direct credit transfer to the employee's bank account.

4. Holiday Entitlement

The paid annual holiday entitlement is 40 days for a complete year. This figure includes (pro rata) 25 days Annual Leave and 15 days Public Holidays. The holiday year runs from 1 April to 31 March.

5. Sickness

In respect of absence from work due to illness or injury, you will be eligible to receive an amount equivalent to your Salary in accordance with the following scale.

Continuous service at the date sickness starts	Full allowance paid for:	Half Allowance paid for:
Up to 1 year	5 weeks	5 weeks
Over 1 year and under 2 years	9 weeks	9 weeks
Over 2 and under 3 years	18 weeks	18 weeks
Over 3 and under 5 years	22 weeks	22 weeks

Over 5 years	26 weeks	26 weeks
--------------	----------	----------

6. Disclosure Level

The post is subject to a Basic Disclosure check.

7. Probationary Period

The first six months of your employment will be a probationary period during which we will monitor your performance and conduct. This period is to help identify any training and development needs and provide appropriate development activities to help the individual achieve their full potential.

During the probationary period, either we may terminate your employment by giving one weeks' written notice or you may end your employment by giving four week's written notice. Following satisfactory completion of the probationary period, employment will be confirmed.

8. Period of Notice

After you have been continuously employed for one month and after the end of the probationary period, you may end your employment at any time by giving us not less than four weeks' prior written notice and we may end your employment at any time by giving you four week's written notice during the first four years' continuous employment and after that, one additional week's notice for each year of service, up to a maximum of twelve weeks' notice. Highland Residential (Inverness) Limited reserves the right to make a payment in lieu of notice.

9. Disciplinary and grievance matters

You will be subject to our disciplinary and grievance rules and procedures, which are available from the Human Resources department. Such rules and procedures are non-contractual and may be altered or added to from time to time.

10. Pension

You will be automatically enrolled in our defined contribution pension scheme, subject to satisfying certain eligibility criteria. You may opt out if you wish but if you do, we will enrol you again within 3 years' time. Details of the scheme will be provided to you and further details are available from the Human Resources department.

The minimum contributions that Highland Residential as your employer will have to contribute is 3% and you as the employee will have to contribute a minimum of 5% contribution.

11. Bonus

We may at our discretion choose to pay to you a non-contractual bonus. We will determine the timing and amount of any bonus in our sole and absolute discretion.

If we decide to pay a bonus to you, such bonus will not be payable unless, on the date payment of the bonus is made, you are still in employment with Highland Residential and neither you nor Highland Residential has given or received notice of termination of employment. The making of a bonus payment to you at any time will not confer upon you or imply a right to a bonus payment in respect of any future year or other period.