

## SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT

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|----------------------|---|
| <b>Job Title:</b>    | Factoring Administration Assistant                          |
| <b>Post Ref:</b>     | HRIL/17   |
| <b>Hours:</b>        | 35 Hours per week   |
| <b>Location:</b>     | Hybrid Working with an Invergordon office base              |
| <b>Days:</b>         | Monday to Friday  |
| <b>Term:</b>         | Permanent   |
| <b>Salary:</b>       | £24,508 - £27,714, Grade H4-H1 of the Albyn Group Pay Scale |
| <b>Line Manager:</b> | Senior Factoring Officer                                    |

*The successful candidate will be provided with the Terms and Conditions of Employment on appointment.*

### 1. Hours of Work

The normal hours of work are 35 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, inclusive with a daily unpaid lunch break of one hour. Highland Residential operates a flexi-time system, which is subject to operational requirements.

### 2. Place of work

Albyn Group are currently participating in a hybrid working model, which we are referring to as 'Hub, Home and Roam.'

- 'Hub' means you can still see colleagues face-to-face.
- 'Home' is about how we have shown we can be productive and efficient when working remotely.
- 'Roam' is about offering community-based service delivery, meeting customers, and visiting them in their homes or local communities.

This role will require the post holder to work in a hybrid working way.

### 3. Pay Arrangement

Salary is paid monthly by direct credit transfer to the employee's bank account on the last Friday of every month.

### 4. Holiday Entitlement

The paid annual holiday entitlement is 40 days for a year. This figure includes (pro rata) 25 days Annual Leave and 15 days Public Holidays. The holiday year runs 1/4/23 to 31/3/24.

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**5. Disclosure Level**

The post is subject to a Basic Disclosure check.

**6. 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.

**7. Sickness**

In respect of absence from work due to illness or injury, in any one period of 104 weeks, you will be eligible to receive an amount equivalent to your salary in accordance with the following table.

| 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 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                 |

**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 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. Use of Own Vehicle and Mileage Rates**

Employees travel to and from their normal place of work in their own time and at their own expense. Employees travelling on authorised business for Highland Residential will be entitled to reclaim expenses under the criteria of essential and non-essential car users. Details are set out in our prevailing travel policy, which is available from the Human Resources department.

### **11. 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.