

## **Benefits of Service**

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### **General**

During the post holder's employment with Community First, the terms and conditions of employment will be in accordance with a written Contract of Employment and as set out in the Job Description. In general, the terms and conditions follow those laid down by the National Joint Council for Local Government Services.

### **Flexible working conditions**

The weekly working hours are normally as set out in the Contract of Employment but some variation can be arranged by mutual agreement between the post holder and the line manager. Full time working hours are 36.5 per week

### **Probationary period**

For all new employees, appointments are subject to the satisfactory completion of a period of three calendar month's probationary service.

### **Holidays**

The post holder will be entitled to 25 days holiday per annum, plus all statutory and national holidays' and two extra discretionary days determined for the whole organisation by the Chief Executive.

### **Sickness**

All employees are entitled to sick pay under the conditions laid down by the National Joint Council for Local Government services.

	Full Pay	Half Pay
During your first year of service		
Up to 4 months service	1 Month	-
After completing 4 months' service	1 Month	+ 2 Months
During second year of service	2 Months	+ 2 Months
During third year of service	4 Months	+ 4 Months
During fourth & fifth year of service	5 Months	+ 5 Months
After five years' service	6 Months	+ 6 Months

### **Pension**

Staff may participate in the Wiltshire Pension Fund, which offers a final salary pension scheme or an alternative pension fund by agreement. Contributions will be deducted from your salary and contributions made by Community First

## **Training Opportunities**

Community First recognises that its most important resource is its employees and is committed to the training and development of all its workforce so that they will gain the necessary skills to reach their full potential.

Individual training and development needs will be identified through training needs analyses, a system of annual and interim staff appraisals and requests from employees.

The training and development needs identified will be met through a variety of activities depending on the nature and extent of the requirements deemed necessary after assessment. All internal training provided by Community First will be at no cost to the employee.

## **Mileage, subsistence and out of county travel expenses**

Reimbursement for mileage incurred is in accordance with the Inland Revenue fixed profit scheme, which is currently 40p per mile. When out of county journeys are undertaken in the course of your employment reimbursement will normally be paid on the basis of the cheapest second class rail fare.

## **Free Parking**

Community First offers free parking for staff in our own car park at Wyndhams