

Future Directions (CIC)

Terms and Conditions

1. Pay Structure – Personal Assistant

£18,396 (£8.82 per hour)	New Starter
£18,604 (£8.92 per hour)	Successful completion of probationary period

The following are additional payments which shall be payable on top of the basic PA rates for working in designated services:

Plus 50p per hour:

£19,439 (£9.32 per hour)	New Starter
£19,647 (£9.42 per hour)	Successful completion of probationary period

Plus £1 per hour:

£20,481 (£9.82 per hour)	New Starter
£20,690 (£9.92 per hour)	Successful completion of probationary period

2. Enhancements

The following are additional payments which shall be payable on top of basic pay for the following shifts:

Waking Night	Time plus 20% for hours between 11pm and 7am
Bank Holiday	Time plus 50% for working Christmas Day and New Years Day
Sleep Ins	Additional payment of £40

3. Annual Leave

On Commencement	28 days inclusive of public holidays
After 5 years Service	30 days inclusive of public holidays

4. Sickness Absence

During probationary period	SSP only (if entitled)
Up to 2 years	1 month full pay followed by 1 month half pay
Over 2 years	2 months full pay followed by 1 month half pay

Note that Future Directions CIC do not pay occupational sick pay for the first three days of any sickness absence.

5. Hours of Work

Full time hours are 40 per week. Hours are to be worked flexibly and will include evenings, weekends, public holidays according to the needs of the service. In addition to contracted hours, staff are required to work sleep-ins – these do not make up part of contracted hours.

April 2020

6. Probationary Period

On appointment, each employee will undertake a twelve month probationary period to assess suitability in the role. When this is successfully completed, the appointment will be confirmed.

7. Notice Periods

The notice period for all Personal Assistants is 4 weeks.

8. Disclosure Checks

All appointments will be subject to enhanced Disclosure and Barring Service (DBS) checks and checks against the ISA barred lists – prospective employees are required to pay for their own checks.

9. Expenses

For essential and agreed, work-related travel, rates according to the HMRC approved mileage rates will be paid – these can be found on <http://www.hmrc.gov.uk/rates/travel.htm>.

Any other reasonable expenses can be agreed by the Service Manager.