

## SUMMARISED TERMS & CONDITIONS OF EMPLOYMENT

<b>Post Title:</b>	Relief Support Worker
<b>Base/Location:</b>	Angus
<b>Hours Available:</b>	Various – on a casual as and when required basis. To be worked on a shift basis in accordance with the project rota.
<b>Rate of Pay:</b>	£9.50 per hour. Salary is paid monthly, one month in arrears.
<b>Sleep In Duties</b>	Yes                      No
<b>Waking Nights</b>	Yes                      No
<b>Overtime:</b>	Paid where agreed in advance by the organisation. Must exceed full time hours if part time.
<b>SSSC</b>	<p>You will be required to register with the SSSC as a Worker in Care at Home and Housing Support Services. Registration must be obtained within 6 months of taking up the post. Failure to do so may result in your contract being terminated.</p> <p>Do you know of any reason why you may be refused registration with SSSC?</p>
<b>PVG Membership</b>	<p>All newly recruited relief workers, who are not already a member of the PVG Scheme for working with adults (or have not kept hold of their original PVG Certificate) will be required to cover the cost to join the scheme (£59). This should be paid upfront and relief workers will be advised of this prior to applying and in the offer letter.</p> <p>Relief workers will be able to claim back this cost providing they meet the following criteria:</p> <p>A minimum of 12 shifts have been completed within the first 6 months</p> <p>One of the 12 shifts has been completed within the last 4 weeks of making the claim</p> <p>It is the individual's responsibility to claim back this expense and forms will be made available on the intranet under Finance Dept.</p>
<b>Annual Leave Entitlement:</b>	<p>Relief Staff accrue annual leave entitlement for any relief work carried out. We will calculate this leave entitlement on the basis of your average earnings over a 13 week period and this will be paid into your bank account quarterly.</p> <p>Check if any holidays already arranged?</p>
<b>Qualifications:</b>	Offer will be subject to proof of qualifications essential/desirable (where appropriate) to the post

<b>References:</b>	<p>Must have two satisfactory referee reports.</p> <p>Check on application form if they have requested us not to contact referees. If so, seek permission to obtain this as part of our selection process. Check if one is from <u>most recent employer</u>. If not, ask if they can provide one for us to contact. 2<sup>nd</sup> should preferably be from previous employer or Academic.</p>
<b>Rehabilitation of Offenders Act 1974:</b>	<p>Potential staff must declare any criminal record of convictions. Failure to do so, will result in dismissal.</p> <p>All posts are subject to a Disclosure Scotland Criminal Record check.</p> <p>(HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.)</p>
<b>Trade Union:</b>	<p>The organisation does not recognise T.U.'s</p> <p>Employees have the right to join one of their choice.</p>
<b>Staff Reps Group:</b>	<p>This group is in place to negotiate terms and conditions on behalf of staff.</p>
<b>Notice:</b>	<p>When availability to start if successful?</p>