HANOVER SCOTLAND

Conditions of Service

Salary Scale Band G	**Point 1:**	£22,167
	Point 2:	£23,088
	Point 3:	£24,005
	Point 4:	£24,925
	Point 5:	£25,843

Please note that this salary scale refers to posts working 35 hours per week. Salaries for posts working fewer than 35 hours will be calculated on a pro rata basis. Please refer to advert for the pro rated salary.

Staff may expect to progress to the next point on the scale on 1 April subject to satisfactorily completing their probation period and demonstrating satisfactory performance in post by that date.

Salaries are reviewed annually and any salary award will normally be effective for 1 April, subject to affordability, viability and any other factors considered relevant by the Board.

Method of Payment
Salary is paid monthly in arrears direct to your Bank account by means of credit transfer and is calculated on the basis if 1 /12th of annual salary.

Pension Arrangements
All posts of one year duration or longer are currently eligible to join the Scottish Housing Associations' Defined Contribution Pension Scheme. Employee contributions is a minimum of 8.5 % of salary although the employee can elect to increase this contribution and employer contributions is capped at 8.5%.

Currently, employee pension contributions attract tax relief.

TPT Retirement Solutions also has available an Additional Voluntary Contributions (AVC) scheme, details of which are available upon request.

Group Personal Pension Scheme (Auto enrolment)
If staff choose not to join / are not eligible to join the above contractual pension schemes, they will be enrolled automatically into the Association's Group Personal Pension Scheme managed by Scottish Widows if they meet the following criteria:

- Earn over £10,000 a year (£833 a month)
- Are aged 22 or over and
- Are under State Pension Age

Where staff do not meet the above criteria they will not be auto-enrolled into this Scheme. Staff may, however, choose to opt into this scheme where they are not auto enrolled into it, providing they meet the qualifying conditions.

Annual Leave
Hanover's annual leave entitlement is a minimum of 22 days per annum, in a full leave year running from 1 April to 31 March, for staff who work five days or shifts per

week. Thereafter, staff progress to their maximum annual entitlement of 27 days per annum by the end of their fifth year of qualifying service.

Progress towards maximum entitlement is by means of one additional day's leave being added as at 1 April each year, subject to continuity of service.

Annual leave entitlement for staff working fewer than five days/shifts per week is calculated on a pro rata basis.

Public Holidays
10 days per annum, or days in lieu, for permanent staff normally working five days or shifts per week.

Employees who work fewer than five days/shifts per week will have an entitlement calculated on a pro rata basis.

Sickness Allowance
Employees are entitled to Sickness Allowance in accordance with the provisions of the Scottish Joint Council for Local Government Employees, National Agreement on Pay and Conditions of Service. See table below.

Service at Commencement of Absence from Duty	**Full Allowance For**	**Half Allowance For**
Less than 1 year	5 weeks	9 weeks (after 4 months)
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

Hanover (Scotland) Housing Association is an Equal Opportunities Employer