

**WEST COLLEGE SCOTLAND
MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

HEAD OF SECTOR

1 SALARY

£62,546 pa

2 HOURS OF WORK

The normal working week consists of 35 hours, Monday to Friday, but the employee may be required to work additional hours, without additional remuneration, for the proper fulfilment of his/her responsibilities. The employee's times of attendance shall be those necessary and appropriate to carry out the duties related to the appointment.

3 ANNUAL LEAVE

The annual leave entitlement is 30 paid days each year. The College holiday year is from 1 September to 31 August.

4 PUBLIC HOLIDAY

19 Public/Local Holidays each year.

5 SICK PAY SCHEME

Entitlement to sickness allowance will depend on length of service as follows:

Service at commencement of absence from duty	Full Allowance for	Half Allowance for
Less than 1 year	5 weeks	5 weeks
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 or more	26 weeks	26 weeks

6 PENSION SCHEME

The employee shall be eligible to be, and remain, a member of the Local Government Pension Scheme, subject to its rules from time to time in force for the provision of pension and death benefits.

7 RECOGNITION OF PREVIOUS SERVICE

7.1 Statutory Provisions: Redundancy

For the purposes of qualifying for entitlement to a redundancy payment the College will recognise all previous continuous service with the College and any Local Authority. For this purpose, a local authority is defined as an employer listed in the Redundancy Payment (Local Government)(Modification) Order 1983 as amended.

7.2 Other Statutory Provisions

For the purposes of qualifying for any other statutory entitlement under the Employment Rights Act 1996 including the right not to be unfairly dismissed, the College recognises continuous service only i.e. service with the College.

8 COLLECTIVE AGREEMENTS

There are no collective agreements which directly affect the appointment.

9 EQUAL OPPORTUNITIES

The College is an Equal Opportunities Employer. The College is committed to ensuring within the framework of the law that its workplaces are free from unlawful or unfair discrimination or harassment on the grounds of sex, sexual orientation, gender re-assignment, marital or family status, race, nationality, ethnic origin, disability, religion or belief, and age. The College has a separate Equal Opportunities Procedure to which you are referred.