

People Policies

SUMMARY TERMS & CONDITIONS

1. HOURS OF DUTY

Employees will be employed on a 35 hour week, with the normal hours of duty being:

Office Staff - Monday to Friday, 9 am to 5 pm with 1 hour for lunch, unless part time in which case the days and hours will be advised.

Repairs & Maintenance Operatives – Monday to Friday, 8.30 am to 4 pm with 30 minutes for lunch.

Sheltered Housing Wardens – five days over seven, 8.30 am to 4 pm, with 30 minutes for lunch and 10 pm to 7 am for sleep over shift

Sheltered Housing Relief Wardens – two days over seven, 8.30- am to 4.30 pm one day, with 30 minutes for lunch and 10 pm to 7 am for sleep over shift

2. ANNUAL LEAVE ENTITLEMENT

Employees will receive 25 days annual leave per calendar year, increasing to 28 days after 10 years of completed service, pro rata based on the number of hours worked per week.

3. PUBLIC HOLIDAY ENTITLEMENT

Employees will be entitled to 12 fixed public holidays as specified annually by the Association, pro rata based on the number of hours worked per week.

4. PENSIONS

The Association offers membership of the Scottish Federation of Housing Associations Pension Scheme and the Strathclyde Pension Fund.

5. CAR ALLOWANCES

5.1 Essential Users

A lump sum allowance of £1000 per annum is payable to all Essential Car Users. Mileage will be paid at the rate of 35p per mile for the first 10,000 miles and thereafter at 15p per mile.

5.2 Casual Users

Mileage will be paid at the rate of 40p per mile for the first 10,000 miles and thereafter at 25p per mile.





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SALARY GRADES 2008 - 09

APPLICATION OF SALARY GRADES

Shown as Annual Salary and Hourly Rate based on a 35 hour week

Grade	Post	Point 1	Point 2	Point 3
		Annual Hourly	Annual Hourly	Annual Hourly
1	Chief Executive	68,346 37.55	72,143 39.64	75,940 41.73
2	Directors	47,463 26.08	50,100 27.53	52,736 28.98
3	Managers	36,878 20.26	38,927 21.39	40,976 22.51
4	Assistant Managers	28,905 15.88	30,511 16.76	32,116 17.65
5	Officers	25,416 13.96	26,828 14.74	28,240 15.52
6a	Team Leader	20,374 11.19	21,506 11.82	22,638 12.44
6b	Repairs & Maintenance Operative Advanced			20,374 11.19
6c	Professional Assistant Repairs & Maintenance Operative Qualified	17,941 9.86	18,938 10.41	19,935 10.95
7	Customer Services/Administration Assistant Repairs & Maintenance Operative Part Qualified & Labourers Sheltered Housing Wardens & Relief Wardens	14,950 8.21	15,782 8.67	16,612 9.13
8	Domestic Staff & Trainees	10,805 5.94	11,403 6.27	12,004 6.60

