

Employment Benefits

1. General

The general conditions of service are in accordance with the scheme of conditions set by the National Joint Council (**N.J.C**) for Local Government Services, as amended by the ALMO from time to time.

All positions graded EO and above fall under the Joint Negotiating Committee for Chief Officers of Local Authorities.

2. Annual Leave

The Annual Leave period runs from 1st April to 31st March and is related to salary points. The Annual Leave entitlement, in days is as follows:

	Basic	April following 5 Years Service
Up to C1	21	25
Scale C1 to Scale C3	21	26
SO1 to Mid Point PO3	23	28
Mid Point PO3 and above	25	30

In addition, officers usually receive statutory and discretionary holidays as follows:

Good Friday, Easter Monday and Tuesday, May Day Holiday, Spring Bank Holiday Monday and Tuesday, August Bank Holiday Monday and Tuesday, Christmas Day, Boxing Day, New Years Day.

WNWhL still have the Tuesday off as part of the bank holiday, however this year staff are ask if they would be willing to work on these Tuesday on a voluntary basic to provide a back office support to our customers. If agreed these days are added to the leave card to be taken later.

3. Office Hours

Hours of work depend upon the nature of the post but are usually 37 hours - see full job description or advert for details of this post. The flexitime system operated by WNWhL allows the staff to fix their own hours of work, in consultation with their manager, to suit their personal circumstances.

Staff must be present during certain fixed hours, they must work their contracted number of hours during the period of the scheme and they should work to an agreed pattern.

4. Domestic and Birth Leave

West North West Homes Leeds has one of the best Birth and Domestic Leave policies in the country. WNWhL makes provisions not only for women expecting/adopting but also for birth/adoption for the father or person nominated by the mother.

5. Pay

You will be paid monthly by direct credit into your bank or building society account on the 16th day of every month. Where the 16th falls on a Saturday or Sunday, you will be paid the preceding Friday. You will be paid from the 1st of the month to the 20th or 31st of the month on the 16th.

6. Pension

All employees aged 16 or over are eligible to join the West Yorkshire Pension Fund. Deductions are made from 5.406% upwards based on salary. WNWhL contribute 12%. The scheme also allows employees to take flexible retirement.

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There is also a death in service grant of three times the salary.

7. Job Sharing

A system of job sharing is in operation which allows applicants to apply for all full time posts (unless the advertisement states otherwise) on the basis that they wish to job share with or without a partner.

8. Relocation Allowance

Relocation Allowances are available in appropriate circumstances including legal and agent's fees and removal expenses, subject to limits which are reviewed from time to time.

All our offices are within the West Leeds area, accessible by bus and rail,

9. Training and Staff Development

West North West Homes has a progressive approach to training and staff development. All new employees attend an induction course and further development is identified through a personal appraisal development system (**PADS**).

10. Period of notice

The period of notice you are required to give to terminate your employment is dependent upon your employment level within the organisation but will be a minimum of four weeks.

11. Probationary period

All posts are subject to the successful completion of a six month probationary period. Failure to achieve a successful probationary period may lead to the termination of your contract.

12. Consumption of Alcohol

Consumption of Alcohol is not permitted and any time of the working day.

13. Awards

West North West has achieved a number of awards from Investors in People, Diversity two ticks, Customer Excellence. Staffs also have a Reward and Recognition policy.

14. Corporate initiatives

Employees are offer a number of initiatives from Corporate access to Simple health benefits, Car Loans, Discount bus/rail travel, reduced gym membership

These details do not constitute a Contract of Employment. On appointment the successful candidate will be given an official Statement of Particulars defining his/her individual terms and conditions of service.

**WEST NORTH WEST HOMES LEEDS
TELEPHONE: (0113) 2477041**