

## Summary of Main Conditions of Employment for Estate Caretaker Post – December 2020

Pineview Housing Association is a member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of the principal areas are as follows:

### Salary Scale

The salary scale for this post is EVH Grade TAS2: £18,496 - £19,387p.a. Salary is paid by direct credit transfer monthly normally on 25th of each month.

### Contract Type

Permanent and Full Time, 35 hours per week

### Hours of Work

Normal hours of work are 35 per week, worked over 5 days, 8am-4pm, Monday to Friday, exclusive of a one hour lunch break. From time to time you may be required to work occasional public holidays and / or work out with and in excess of normal working hours will be required. You will be compensated for working any such hours.

### Holiday Entitlement

For full time - 25 working days Annual Leave plus 15 days general and public holidays.

### Normal Place of Work

5 Rozelle Avenue, Drumchapel, G15 7QR.

### Pensions

The Association is a member of The Scottish Housing Associations Pension Scheme administered by the Pensions Trust. The Association has 2 defined contribution schemes at present.

Current provision is:

Benefit Option	Employer Contribution Rate	Employee Contribution Rate
Defined Contribution (DC)	9.55% (+ 0.45% - 3x life cover)	5%
* Defined Contribution (DC)	7.55% (+ 0.45% - 3x life cover)	2%

\* Auto Enrolment – Default benefit option for new members.

The Association's pension arrangements are kept under review.

### Notice Period

By all employees 4 weeks.

By Pineview Housing Association:

(i) Continuous service under 4 years ~ 4 weeks.

(ii) Continuous service 4 years and over ~ 4 weeks + 1 week for each complete year of service after the first 4 years, up to a maximum of 12.

### Car Allowance

Non-essential car allowance is available.

### Other Information

The Association has onsite car parking, and cars can be parked locally.

**This summary is for the general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references and a Basic Disclosure Scotland check.**