**Indicative Terms & Conditions of Service**

**Place of Work**

Atrium House, 14 Central Avenue, Shortlees, Kilmarnock KA1 1BL and any other location as necessary.

**Hours of Work**

35 hours per week, worked between 8.00 and 6.00pm Monday to Friday on a pattern to be agreed. We operate a flexible working policy. There will be a requirement to work out with office hours on occasion. Occasional overtime may be required and if worked may be taken as time off in lieu, subject to operational requirements.

**Leave Entitlement**

25 days per annum Annual Leave + 15 public and general holidays.

**Salary Payment Date**

28th day of each month(or earlier if 28th falls on a weekend or public holiday).

**Pension**

Atrium Homes is a member of SHAPS and offers a contributory pension in accordance with the terms of that scheme. At present the default auto enrolment option for new staff is CARE120ths, but once in post new staff may opt to move to CARE 80ths. There is a contribution cap in place on employer contributions so staff moving to a higher contribution option will bear the contributions cost in excess of the employer cap. All pension arrangements are subject to regular review and may be amended by the organisation.

**Sickness Benefit**

We offer a company sickness benefit scheme in accordance with the terms of EVH. Currently the entitlement is

|  |  |  |
| --- | --- | --- |
| **Continuous service at the date sickness starts** | **Full Allowance** **paid for**  | **Half Allowance paid for** |
| Up to 1 year Over 1 year and under 2 Over 2 years and under 3 Over 3 years and under 5 Over 5 years  | 5 weeks9 weeks18 weeks22 weeks26 weeks | 5 weeks9 weeks18 weeks22 weeks26 weeks |

**Healthplan**

Atrium is a member of Westfield Health’s Chamber Primary Health Plan which provides a range of healthcare benefits for staff. Subscription is met by Atrium Homes.

**Notice Period**

26 weeks.

**General**

Atrium Homes is an associate member of EVH and is not bound by its collective bargaining arrangements. In the main Atrium applies EVH Terms and Conditions of Employment but offers its own salary scales (which are different to EVH’s) and which are reviewed regularly by the Board of Atrium Homes.