

## Summary of Terms & Conditions of Service

Job Title: Asset Co-ordinator

Salary: EVH Grade 8 £46,728 - £50,556 per annum

Hours of Work: 35 per week (Flexitime is available and TOIL may be awarded if required to attend out with standard office hours)

Leave Entitlement: 25 days annual and 15 public holidays

Place of Work: 53 Ballindalloch Drive, Dennistoun, Glasgow, G31 3DQ

Notice Period: 1 month

Salary Payment Date: By the 24th of each month

Pension: The association offers a SHAPS Defined Contribution Scheme with the employer contributing a maximum of 10% of salary

Sickness Benefit: In any one rolling period of 52 weeks, we will pay a sickness allowance in line with the following scale:

Continuous service at the date sickness starts	Full allowance paid for:	Half allowance paid for:
Up to 1 year	5 weeks	5 weeks
Over 1 and under 2 years	9 weeks	9 weeks
Over 2 and under 3 years	18 weeks	18 weeks
Over 3 and under 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks