

### **Example - Terms and Conditions**

This document is provided for information purposes only and some terms may vary prior to offer.

The conditions of service generally are those laid down in the National Joint Council for Local Government Services. A copy of the N.J.C. for Local Government Services will be made available for your inspection at all reasonable times on your request.

### **Salary**

Your salary grade will be on the NJC scales. The payment of any spine point increment and/or any cost of living increase will be subject to the pay remit approval process required by the Department of Finance and therefore cannot be guaranteed. Any increments in salary will also be conditional on satisfactory performance being achieved and maintained. Increments will normally be due six months after your start date or next 1 April, whichever the later, and thereafter on 1 April each year.

### **Probationary period**

Your employment is subject to a probationary period of six months during which time you will be required to demonstrate, to NILGOSC's satisfaction, your suitability for the position in which you are employed. Failure to do so may mean that your contract will be terminated. This period may be extended at NILGOSC's discretion and is without prejudice to the Company's right to terminate your employment before the expiry of the probationary period.

## **Payment of salary**

Salary is paid monthly by bank credit transfer into your nominated bank account. You will be provided with an itemised pay slip showing all allowances, all deductions, and the net amount payable.

## **Normal working hours**

Your standard working hours are 35 per week. Within the Flexible Working framework you must work at least 4 hours per day (the 'core' period) and take no less than half an hour for lunch. Starting and finishing times must be agreed with your line manager.

**Note:** The daily hours of attendance agreed will determine how the Flexible Working framework will apply.

## **Annual leave**

Your leave entitlement, exclusive of statutory and public holidays is 23 days in each complete financial year which runs from 1st April to 31st March. In your first year of employment or on leaving NILGOSC leave will be granted in proportion to the number of completed weeks of service before 31 March. Leave is to be taken in accordance with NILGOSC Leave Entitlement Policy which is available in the Staff Policy section of Staff Documents and Guides on the Intranet.

The above entitlement will increase by three days if, at the commencement of the leave year, you have not less than five years' service, including any service as above deemed as continuous service, and will further increase by three days if you have not less than 10 years' service, up to a maximum of 29 working days.

You are also entitled to 12 Statutory and Public holidays per year.

Payment of holidays (including statutory and public holidays) is included in your salary.

In the event of termination of this contract, you will receive payment in lieu of the amount of holiday accrued but not taken (or have a deduction for any excess of annual holiday taken over the entitlement accrued). This adjustment will be made in any final salary payment.

### **Sickness allowance**

Your entitlement to sickness allowance is:

<b>Service at Commencement of Sickness</b>	<b>Full Pay</b>	<b>Half Pay</b>
During first year	1 month	2 months (after completing 4 months service)
During second year	2 months	2 months
During third year	4 months	4 months
During fourth and fifth years	5 months	5 months
After five years	6 months	6 months

You will be required to accept and abide by NILGOSC's Absence from Work Policy which is available in the Staff Policy section of Staff Documents and Guides on the Intranet. The payment of NILGOSC sick pay is dependent upon you complying with all the rules of this policy including the rules concerning the notification of your absence to your manager on the first day of absence from work. Any leave that has not been notified to NILGOSC in line with the rules will be treated as unauthorised absence and NILGOSC sick pay will not be paid for that day.

NILGOSC reserves the right to withhold payment or deduct from your salary a day's pay for each day of unauthorised absence. Should you take unauthorised absence but have already received your current month's salary, NILGOSC reserves the right to deduct the amount of pay which has been overpaid from the following month's salary or from any other sums due to you.

Furthermore, it is a condition of employment that you agree, on NILGOSC request, to undergo, at NILGOSC's expense, any medical examination by an independent occupational health doctor, as nominated by NILGOSC. You will also agree to authorise the doctor responsible for such an examination to prepare a medical

report detailing the results of such examinations for disclosure to and discussion with NILGOSC. Refusal to provide consent to be examined may result in disciplinary action and/or the withdrawal of NILGOSC sick pay.

Should the doctor appointed require further details of your medical history, you will be asked to give your written consent for the doctor to contact your GP or specialist for his/her medical records or for a medical report. Any such request will be subject to your rights under the Personal Files and Medical Reports (Northern Ireland) Order 1991 and the Data Protection Act 1998.

### Notice

<b>Period of Continuous Employment</b>	<b>From Employee</b>	<b>From NILGOSC</b>
4 weeks or less	1 week	1 week
4 weeks or more but less than 2 years	4 weeks	1 week
2 years or more but less than 5 years	4 weeks	1 week for each year of continuous employment
5 years or more	4 weeks	1 week for each year of continuous employment up to a maximum of 12 weeks

You may be required to work such notice periods in full or in part, any increases to notice periods will be made in line with statutory requirements. NILGOSC reserves the right to deduct the equivalent of (or pursue a payment of) a days' pay for every day short of the required notice period.

NILGOSC reserves the option in its absolute discretion to terminate employment by making a payment in lieu of notice. The payment will be based solely on the actual salary level payable when the option is exercised and will be subject to deductions for income tax and National Insurance contributions as appropriate.

Any other severance payments to which you are entitled at the end of your employment will be calculated in accordance with current terms on contract termination, which are subject to change from time to time.

You will at any time upon request, and in any event upon the termination of your employment, return all NILGOSC property in your possession or under your control including computer hardware, documents, disks and tapes. On leaving NILGOSC you will also be required to advise the Deputy Secretary of all access codes and passwords within your knowledge, which relate to your employment.

NILGOSC reserves the right and you agree to the deduction at any time of any sums owed to NILGOSC by you from any sums owed by NILGOSC to you.

### **Pension Scheme**

NILGOSC provides membership of the Northern Ireland Local Government Pension Scheme (the LGPS (NI)) to employees aged under 75 who have a contract of employment that is for at least three months.

As this applies to this post, you will be automatically entered into membership with the LGPS (NI). You can decide to opt out of the Scheme, should you decide to do so, you must complete an Opt-Out Notice and return this to Human Resources.

Further details, will be made available on joining. Full details of the benefits of being an LGPS (NI) member can be found in the Short Guide to the Scheme which is available at [www.nilgosc.org.uk](http://www.nilgosc.org.uk).

As a member of the Scheme you will be required to contribute the percentage of your salary as set out in the table below. NILGOSC will also contribute to the scheme on your behalf and the current contribution rate (for 2025-26) is 19% of your pensionable pay.

Employee contribution table at 1 April 2025:

<b>Whole-time equivalent pensionable pay range</b>	<b>Employee Contribution Rate</b>
£0 - £18,300	5.5%
£18,301 - £28,100	5.8%
£28,101 - £47,000	6.5%
£47,001- £57,200	6.8%
£57,201 - £113,500	8.5%
More than £113,500	10.5%

The pensionable pay figures will be increased annually in line with the cost of living.

The normal retirement age, under the 2015 LGPS rules, will be the normal state pension age, subject to a minimum of age 65.

### **Trade Union membership**

You have the right to join a trade union and to take part in activities.

### **Grievance procedures**

If you have a grievance relating to any aspect of your employment you should, in the first instance, raise the matter with your manager. If your grievance is still not settled to your satisfaction, you can raise the matter formally in writing with the Deputy Secretary.

### **Disciplinary procedures**

NILGOSC's disciplinary procedure, which forms part of your contract of employment, is available in the Staff Policy section of Staff Documents and Guides on the Intranet.

Failure to meet NILGOSC standards of ethics, conduct or performance or action which breaches any policy and/or implied or express terms of the contract of

employment will be subject to disciplinary action which can culminate in dismissal with/without notice.

## **Smoking**

The premises are designated smoke-free and this extends to the use of e-cigarettes. It is a condition of employment that you comply with this requirement. Any breach of the rules will result in disciplinary action and may constitute gross misconduct.

## **Data Protection**

You are required, at all times during employment, to comply with the provisions of current UK data protection legislation and with any policy introduced by NILGOSC to comply with this legislation.

NILGOSC's Employee Privacy Notice gives details on what personal data NILGOSC will hold about you, how it is collected, used and shared during your employment (and after it ends). A copy of the Privacy Notice is enclosed and will also be available on the Intranet.

## **General obligations**

You may not enter into any other occupation or employment, or conduct any trade or business, in your spare time, without the prior written approval of NILGOSC. Approval will not be given for any outside work which might interfere with the proper performance of your duties.

You will at all times, while in the course of employment, maintain a neat and tidy appearance and dress in a respectable and moderate fashion, and will comply with any reasonable instructions of NILGOSC as to appearance and dress. Please also refer to the Dress Code which is available in the Staff Policy section of Staff Documents and Guides on the Intranet.

You will conduct your work in a co-operative manner and accept and abide by NILGOSC's policies as set out in the Staff Policy section on the Intranet.

### **Variation of contractual terms and conditions**

The contract of employment as defined above is subject to amendment or variation by consultation and issue of individual or general statements of those changes to be introduced. NILGOSC will give reasonable notice of any such changes.