

Summary of Terms & Conditions

Always Help at Hand (Zero Hours Positions)

Post	Hourly Rate
Home Help Assistant	£6.48 per hour
Personal Support Assistant/Visiting Support Worker	£7.24 per hour
Domiciliary Care Worker	£8.00 per hour

- These are permanent appointments.
- There are no guaranteed weekly working hours as the service is flexible and driven by ongoing client need, although employees are obligated to accept hours offered to them. Staff will be given 3 working days notice (minimum) of hours to be worked.
- Other terms particular to this employment are as follows:

Annual Leave	As hours worked may be irregular holiday entitlement is accrued as hours are worked (calculated on a monthly basis as 12.07% of the hours worked in the preceding month). This is the equivalent of the statutory minimum holiday entitlement of 5.6 weeks (28 days) per annum. You will be able to review your accumulated leave amount on a regular basis and allocate time off as paid leave as appropriate.
Pension	You will be eligible to join a stakeholder pension scheme after completing 3 months continuous service. Employees can choose to pay either 3%, 4% or 5% of their basic salary into the scheme and the Trust will match this level of contribution.
Sickness	There is no entitlement to Occupational Sick Pay. You may, however, be entitled to Statutory Sick Pay (SSP), if you meet the minimum eligibility requirements of the Scheme.
Bank Holidays	Hours worked on bank/statutory holidays will be paid at double time.
Mileage	40p per mile (a maximum of 3 miles is payable between clients) Mileage is not payable from home to the first client of the day, nor from the last client of the day to home.
Travel time	10 minutes travel time (at normal salary) is payable between clients.
Probationary Period	The first six months of employment are a probationary period when your progress will be reviewed and monitored regularly.
Notice	One week's notice is required by either side during the six month probationary period, increasing to one month on either side thereafter. After 5 years continuous service the notice given to employer to employee increases by one week per year up to a maximum of 12 weeks.