

RFL Group Terms and Conditions for Wholly Owned Subsidiaries

Terms and Conditions			
Pay	Grade	Point	Basic Pay
	A	1	£25,670
	B	1	£27,774
	C	1	£28,802
		2	£29,883
	D	1	£30,965
		2	£33,128
	E	1	£36,102
		2	£41,780
	F	1	£45,024
		2	£50,052
	G	1	£51,739
		2	£57,925
	H	1	£60,165
		2	£65,032
	I	1	£69,899
		2	£75,847
	J	1	£77,469
		2	£88,554
	K	1	£93,421
		2	£103,966
	L	1	£110,996
		2	£121,811
	<p>There are two pay-points within Grades C to L. Starting salary is always at the first pay-point unless evidence of experience at equivalent or higher level.</p> <p>Staff on Grade C starting at 1st pay-point will progress to the next pay step point on the 2nd anniversary of their start date and subject to satisfactory performance and conduct in role. Staff from Grade D to L starting at 1st pay-point will progress to the next pay step point on the 3rd anniversary of their start date and subject to satisfactory performance and conduct in role.</p>		

	Grades J, K and L After progression to the second pay point Grades J, K and L are annually earned points and will not be subject to pay protection. When a Staff member has not met the required level of performance and delivery for a given year, they will return to the 1st point of the grade subject to review after 12 months.																							
Probation Period	Permanent Contracts - 6 months Fixed Term Contracts - 3 months or less 1 month Up to 6 months 3 months Up to 9 months 4 months 12 months or more 6 months																							
Notice Period	<table><tr><th colspan="2">RFL Property Services</th><th colspan="2">RFL Dispensary Services</th></tr><tr><th>Staff Grade</th><th>Notice period after completion of probation</th><th>Staff Grade/profession</th><th>Notice period after completion of probation</th></tr><tr><td>Grades A-F</td><td>4 weeks</td><td>Grades A-D</td><td>4 weeks</td></tr><tr><td>Grades G-I</td><td>8 weeks</td><td>Grades E-F and <i>all technicians</i></td><td>8 weeks</td></tr><tr><td>Grades J+</td><td>12 Weeks</td><td>Grades G + and <i>all pharmacists</i></td><td>12 weeks</td></tr></table>				RFL Property Services		RFL Dispensary Services		Staff Grade	Notice period after completion of probation	Staff Grade/profession	Notice period after completion of probation	Grades A-F	4 weeks	Grades A-D	4 weeks	Grades G-I	8 weeks	Grades E-F and <i>all technicians</i>	8 weeks	Grades J+	12 Weeks	Grades G + and <i>all pharmacists</i>	12 weeks
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Hours (WTE)	37.5 per week																							
Enhancements	Unsocial hours from 20:00 – 06:00 Monday to Saturday will be eligible for an enhancement payment of 1.15 times hourly rate, All hours on a Sunday 1.33 hourly rate and all hours on a public holiday 1.5 hourly rate																							
Annual leave	<table><tr><th>Length of Service</th><th>Annual leave</th><th>Public holidays</th></tr><tr><td>Less than 5 years</td><td>25 days per annum</td><td>8 days</td></tr><tr><td>5 years</td><td>26 days per annum</td><td>8 days</td></tr><tr><td>10 years</td><td>27 days per annum</td><td>8 days</td></tr></table>				Length of Service	Annual leave	Public holidays	Less than 5 years	25 days per annum	8 days	5 years	26 days per annum	8 days	10 years	27 days per annum	8 days								
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Pension	NEST Workplace Pension Scheme 5% Employee Contribution 3% Employer Contribution																							
Sick pay	Occupational Sick Pay:																							

	<ul style="list-style-type: none"> • During the first year of service: 1 month full and 1 month half pay • During the 2nd year of service: 1 month full and 2 months' half pay • During the 3rd year of service: 2 months full and 2 months' half pay • During the 4th year of service: 3 months full and 3 months' half pay
Version Oct 2023	