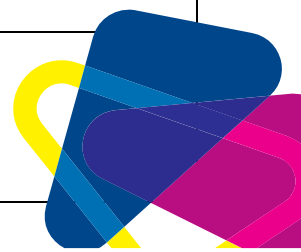


SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT **GMS (GLOUCESTERSHIRE MANAGED SERVICES) CONTRACTS**

Salary on appointment to posts in GMS	All posts: salary upon commencement will be at the scale minimum. Plus, where applicable, pay supplements of a % of basic salary aligned to market sector rates for some specialist technical roles.		
Probation Period	All newly appointed staff are subject to a 6-month probation period.		
Pension Scheme	<p><i>NEST</i></p> <p>Employer contribution = 5% of salary</p> <p>Employee contribution = 4% of salary (+1% tax relief added to pension fund)</p> <p><i>Total contribution = 10% of annual salary (from April 2020)</i></p>		
Pay Progression	<p>Based on demonstrable, satisfactory completion of the following:</p> <ul style="list-style-type: none"> • probation period where applicable (see above) • all mandatory training for job role is completed and up to date • an appraisal has been conducted (and agreed targets/objectives successfully achieved) • the required academic & technical qualifications for the post have been obtained and the required competencies for the role are being successfully demonstrated • There is no 'live' action under any formal performance and/or disciplinary procedure. 		
Working Hours	37.5 hours (standard full time working week)		
Overtime enhancement (for eligible roles only)	<p>Basic pay plus 33% (has to be pre-authorised and no other enhancements applied to overtime) or time off in lieu (TOIL) at basic rate/hours worked</p> <p><i>(applied only to hours worked over 37.5 hours per week)</i></p>		
Unsocial hours enhancements	All time on Saturday (Midnight to Midnight) and any week day after 8pm and before 6am	All time on Sundays and Public Holidays (Midnight to Midnight)	GMS Pay Band
	Time plus 41%	Time plus 83%	Grade A
	Time plus 35%	Time plus 69%	Grade B1
	Time plus 30%	Time plus 60%	Grade B2 – E2
Annual leave entitlement (1st January to 31st December)	<p>Under 2 years' service - 24 days + 8 Public Holidays</p> <p>2 to 5 years' service – 26 days + 8 Public Holidays</p> <p>Over 5 years' service – 28 days + 8 Public Holidays</p>		



Additional leave for employer supported volunteering	1 day per year, paid at the normal basis rate, to be applied for, agreed and approved with the relevant line manager/service manager. <i>e.g. to volunteer during work hours to support a charity or community group of the employees choice or one provided by GMS.</i>
Notice periods	Bands A, B & C - 1 month Band D - 2 months Band E - 3 months
Sick pay entitlement	Band A: Statutory Sick Pay (SSP) for duration of employment Bands B to E: Up to 6 months service - SSP 6 months to 2 years' service – Occupational Sick Pay (OSP) 4 weeks full pay & 4 weeks half pay - for the purposes of OSP, unsocial hours payments will not be payable during sickness absences 2 to 5 years' service - 8 weeks full pay & 8 weeks half pay Over 5 years - 12 weeks full pay & 12 weeks half pay
Maternity/Adoption *	Leave and pay in accordance with statutory provisions: First 6 weeks - 90% of average weekly earnings (AWE) before tax Remaining 33 weeks - £172.48 * or 90% of AWE (whichever is lower)
Redundancy*	Pay and notice in accordance with statutory provisions (based on length of service and age), entitlements as follows (from 2 year's continuous employment): 0.5 weeks' pay for each full year employed under age 22 1 weeks' pay for each for each full year employed age 22 to 40 1.5 weeks' pay for each full year employed age 41 and over (Weekly pay is the average earned per week over the 12 weeks before the day of redundancy notice) Length of service maximum is 20 years Notice period (after 2 year's continuous service), one week's notice for each year employed up to a maximum of 12 weeks <i>Weekly pay (from 6/4/23) capped at £643*</i> <i>Maximum statutory redundancy payable is £19,290*</i>

* From April 1st 2023(updated annually in line with statutory changes/Government review).

