



## **HEADWAY BLACK COUNTRY**

### **SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

#### **Place of Work**

The usual place of work will be stated in the contract of employment. Our primary location is Headway House, Martin Hill Street, Dudley, West Midlands, DY2 8RT. However, we also provide services for Wolverhampton and Walsall in Willenhall and we have a service at Sandwell. We may change the usual place of work, or require a member of staff to perform their duties in another place, if this is reasonably required for the purposes of our business.

#### **Probationary period**

There will be a probationary period of six months. At the end of this period the position will be reviewed and if satisfactory the continuation of employment will be confirmed.

#### **Hours of Work**

Normal hours of work will be stated in the contract of employment. Our contract provides that we may change hours of work where such changes are reasonably required for the purposes of our business. There is an entitlement to half an hour for lunch.

#### **Overtime**

Staff are required to work any reasonable amount of overtime required to ensure the proper performance of their duties and to meet the requirements of our business, but will receive time off in lieu.

#### **Pay and Expenses**

Salary is paid on the 25th day of each month by credit transfer to the member of staff's bank or building society.

Claims for travel expenses (car or public transport) must be made at each calendar month end.

Staff are expected to use their own car on approved journeys during the course of their work and must have insurance to cover occasional business use. Travel will be reimbursed at public transport rates or at the vehicle usage rates currently applicable.

### **Absence**

We pay Sick Pay provided staff have complied with the terms of our absence policy at the rate of one week's full pay and one week's half pay after 6 months' service, increasing to four weeks' full pay after 12 months' service (less the amount of any Statutory Sick Pay or social security sickness benefit).

### **Holidays**

The holiday year is either from 1st April to 31st March or from 1<sup>st</sup> October to 30<sup>th</sup> September. Annual holiday entitlement will be 26 working days plus bank and public holidays. Pro rata hours will be allocated to part-time workers.

We reserve the right to require staff to take holiday on particular dates having regard to the reasonable requirements of our business. We give as much notice as we can of any such requirement. For example, services are normally closed between Christmas and New Year and staff are required to use annual leave to cover those days in that period not covered by statutory, bank or public holidays.

### **Feb 2019**