

## **Terms & Conditions**

**Increment:** 1 April annually, (six months after date of start if October to March thereafter 1 April annually)

**Frequency of pay:** 27<sup>th</sup> of the month

**Annual Leave Entitlement:** The basic annual leave entitlement for support staff is 20 days, rising to 25 days after 5 years service. Additional leave is payable in the leave year following achievement of service.

**Public Holiday entitlement:** 14 days

**Pension:** New employees join Local Government Pension Scheme to make provision for a pension, ill-health benefits, etc. You are required to contribute 6% from your salary. Unless otherwise notified applicants will automatically become members of the scheme unless a specific opt out is made. The Scheme is administered on behalf of the Force by Falkirk Council

### **Miscellaneous**

- Attendance at relevant training courses is required, some of which may be residential
- Must be flexible in approach to work and willing to adapt to new technologies and procedures
- All employees will be expected to maintain a high level of confidentiality in line with the Data Protection Act. Full training will be given.
- Candidates must be willing to undergo vetting and pre employment screening
- During your employment with Central Scotland Police, terms and conditions of your employment will be determined by collective agreements negotiated by the Police Support Staff Council (Scotland) and/or amended/supplemented by collective agreements negotiated between Central Scotland Police and the recognised trade union(s)
- Central Scotland Police is currently undertaking a job evaluation exercise for all support staff posts, which will result in revisions to our present grading and pay structures. The outcome of this exercise may result in a change to the salary/pay rate for this post