

## Further information for applicants – ISA

ISA aims to be transparent about terms and conditions at application stage. If you have specific questions about company policies and employee benefits, please telephone the Office Manager, Karen Goddard on 01799 581698. Any enquiries will not prejudice your application in any way.

The information below is intended as a brief overview only. The details will be confirmed in the individual written contract for the role, to be read in conjunction with the ISA policies in the ISA staff handbook.

### **Employee Benefits**

#### PENSION SCHEME

There is a Company Service Occupational pension scheme applicable to your employment, currently with NEST. The Association will make a monthly contribution, in line with your contract\*. The pension provider will issue details. The Scheme is governed by Trustee Deeds and Rules which the Association reserves the right to change from time to time. The Association reserves the right to change the scheme provider.

\*Please contact us for further information about the company contribution rate for your role.

#### ANNUAL LEAVE ENTITLEMENT

Standard annual leave entitlement is 25 working days' holiday in each year, plus 8 bank holidays.

In addition, ISA usually offers 3 extra days between Christmas and New Year when the office is closed.

#### PROBATION

The initial contract extends for a period of up to six months from the commencement of your employment. During this period, reviews of your performance and conduct will take place. Either party may terminate the employment, for any reason, during the first month of this period giving two weeks' notice. The notice period increases to 1 month's notice; after 4 months' employment, the employment can be terminated at any time during or at the end of the probationary period, for any reason, giving the notice period applicable for your role: usually three months. Throughout the probationary period your employment can be terminated at any time without reference to the disciplinary procedure.

#### NOTICE PERIOD

Once you have completed the probationary period, the notice period applicable for your role will be as specified in your contract of employment. (The standard notice period for most roles is three months).

#### WORKING HOURS

Usual office hours are 9am – 5pm. Requests for flexible working are considered on a case-by-case basis.

Standard, full-time hours include a one hour paid lunch break, to be taken at times to suit the needs of the business

Flexibility on working hours has to be assumed to successfully carry out your role.

#### FLEXIBLE AND HYBRID WORKING (some, but limited)

As a small company, we believe in the importance of collaborative working in the office to stimulate creativity and to build a strong and effective team. However, we recognize that flexibility can be valuable to individuals. Once the initial training period is complete, new employees will be eligible for the same flexibility as other colleagues. Currently this includes:

- The option to work from home on up to 6 days each half term, with dates subject to approval by the line manager
- The option to work slightly more flexible hours, such as 8-4 or 10-6, on a regular or occasional basis, subject to approval by the line manager and business needs.

If these benefits are particularly important to you, please contact us for details of our current policies or for a discussion as to whether this role matches your expectations.

#### EXPENSES

The company pays expenses for mileage, second class train fares, accommodation and meals when necessary and reasonable whilst on authorised business, in accordance with the guidelines on the current expenses form.

This includes mileage at the current rate of 45p per mile.

#### LIEU DAYS

Lieu days are granted for working on Saturdays or Sundays, when required by the Association in accordance with the contracted terms for the specific role. Any proposed weekend working must be confirmed in advance with the CEO or Office Manager, if a lieu day is to be claimed.

#### SICK PAY

Upon successful completion of your probation period, there is an entitlement to paid sick pay, which includes Statutory Sick Pay once the qualifying conditions for this have been met, that will be paid by the Association. In determining the entitlement to payment, any periods of paid absence occurring during the 12 months immediately preceding the first day of a further period of absence, will be taken into account. Thereafter, Statutory Sick Pay will apply accordingly, if the qualifying conditions for this have been met. Entitlements are set out below. Entitlements are pro-rata for part time employees.

During the first year of service	5 days' full pay
After one year of service:	7 days' full pay
After two years' service:	9 days' full pay
After three years' service:	11 days' full pay
After four years' service:	13 days' full pay
After five years' service	15 days' full pay

#### MATERNITY LEAVE ENTITLEMENT

The Company offers standard statutory rights for maternity leave, including maternity pay and leave as specified on the government website: <https://www.gov.uk/maternity-pay-leave/pay>  
In addition, for the first six weeks ISA tops up the 90% maternity pay to 100%.

#### PATERNITY LEAVE ENTITLEMENT

The Company offers standard statutory rights for paternity leave, including paternity pay and leave as specified on the government website: <https://www.gov.uk/paternity-pay-leave>

#### DATA PROTECTION AND PRIVACY

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).

ADDITIONAL POLICIES

The company has current detailed written policies on a range of topics. Please contact us if you would like to view copies of any of these documents.

01	Absence and Timekeeping
02	Adoption Leave
03	Shortage of work and redundancy policy
04	Association Property
05	Working from Home Policy
06	Capability
07	Code of Conduct and Standards of Appearance
08	Emails
09	Information Technology, Internet & Backup
10	Grievance Resolution
11	Disciplinary
12	Menopause Policy
13	Equal Opportunities
14	Expenses
15	Flexible Working
16	General
17	Anti-harassment and Bullying Policy
18	Holiday and Authorised Leave
19	Criteria for Casual & Essential Car Allowances
20	Parental Leave
21	Paternity Leave
22	Pregnancy and Maternity Rights
23	Whistleblowing Policy
24	Retirement
25	Recruitment Policy
26	Sick Pay
27	Smoking
28	Stress (Work-related Stress)
28b	Work-related Stress Risk Assessment
29	Training and Development
30	Vehicle Users
31	Hybrid Working Policy
31b	Core hours and more flexible office hours
32	Gender Reassignment
33	Electronic Filing
34	Data Protection Policy
35	ISA Vehicle (minibus)