

Ayrshire College

Support Staff

Summary of Terms, Conditions & Benefits

LOCATION

The College are currently operating a hybrid working model for some roles, where it is deemed appropriate. Where this applies, the working week comprises of 3 days on campus and 2 days working from home (FTE). Each campus has readily available, free, onsite parking.

HOURS OF WORK

A normal working week is 35 hours (FTE), pro rata for part-time staff.

ANNUAL LEAVE

Full time staff will receive an annual leave entitlement of 27 days. Part time staff will receive a pro-rated annual leave entitlement based on the full time equivalent. In addition, the College offer 8 public holidays, plus 10 days' fixed College holidays during the Winter closure period.

PENSION SCHEME

Support staff are automatically enrolled in the Local Government Pension Scheme, administered by the Strathclyde Pension Fund. Contribution rates are applied in tiers dependant on pensionable pay. This is a 'Career Average' scheme, which means that benefits are related to earnings and service.

TRAINING & DEVELOPMENT

The College provides a Corporate Induction programme for all staff. You will be required to undertake mandatory training as part of your role. You may also be required to undertake statutory training, or training and development deemed essential by the College for your role. The cost of any essential training and development will be met by the College, in line with the provisions of the College's Staff Learning and Development Policy

CYCLE TO WORK SCHEME

Intermittently, the College operate a 'Cycle to Work' scheme which staff can apply for.

SICK PAY SCHEME

The College operates an Occupational Sick Pay (OSP) scheme entitling staff to payment, for a period of sickness absence, which would be based on normal weekly earnings. Entitlement is calculated according to the following table:

Length of Service at Start of Absence Period	Full OSP (weeks)	Half OSP (weeks)
Less than 1 year	5	5
1 year but less than 2	9	9
2 years but less than 3	18	18
3 years but less than 5	22	22
5 years or more	26	26