**Future Directions (CIC)**

1. **Pay Structure – Personal Assistant**

   - £15,434 (£7.40 per hour)  
     New Starter  
   - £16,018 (£7.68 per hour)  
     Successful completion of probationary period

2. **Enhancements**

   The following are additional payments which shall be payable on top of basic pay for the following shifts:

   - **Waking Night**  
     Time plus 20% for hours between 11pm and 7am
   - **Bank Holiday**  
     Time plus 50% for working Christmas Day and New Years Day
   - **Sleep Ins**  
     Additional payment of £40

3. **Annual Leave**

   - **On Commencement**  
     28 days inclusive of public holidays
   - **After 5 years Service**  
     30 days inclusive of public holidays

4. **Sickness Absence**

   - **During probationary period**  
     SSP only (if entitled)
   - **Up to 2 years**  
     1 month full pay followed by 1 month half pay
   - **Over 2 years**  
     2 months full pay followed by 1 month half pay

   Note that Future Directions CIC do not pay occupational sick pay for the first three days of any sickness absence.

5. **Hours of Work**

   Full time hours are 40 per week. Hours are to be worked flexibly and will include evenings, weekends, public holidays according to the needs of the service. In addition to contracted hours, staff are required to work sleep-ins – these do not make up part of contracted hours.

6. **Probationary Period**

   On appointment, each employee will undertake a twelve month probationary period to assess suitability in the role. When this is successfully completed, the appointment will be confirmed.

7. **Notice Periods**

   The notice period for all Personal Assistants is 4 weeks.

8. **Disclosure Checks**

   All appointments will be subject to enhanced Disclosure and Barring Service (DBS) checks and checks against the ISA barred lists – prospective employees are required to pay for their own checks.

April 2016
9. **Expenses**

For essential and agreed, work-related travel, rates according to the HMRC approved mileage rates will be paid – these can be found on [http://www.hmrc.gov.uk/rates/travel.htm](http://www.hmrc.gov.uk/rates/travel.htm).

Any other reasonable expenses can be agreed by the Service Manager.