



TERMS AND CONDITIONS OF EMPLOYMENT with Central Scotland Assessor and Electoral Registration Officer

Employees of Central Scotland Valuation Joint Board enjoy Local Authority standard conditions of service. These include the conditions listed here. Anyone joining the Assessor's service will receive a statement of conditions of employment within two months.

Hours of Work

Full time staff normally work 35 hours per week. Central Scotland Valuation Joint Board operates a Flexible Working Hours scheme for staff.

Annual Leave

Annual Leave entitlement is 20 days, rising to 25 days after 5 years' service. The leave year is the calendar year. Absence on leave will be co-ordinated within each section.

Public Holidays

Public holidays are agreed annually in advance. The office is normally closed over Christmas and the New Year period.

Pay

A Contract giving details of grade and rate of pay are issued within two months of joining. All staff are paid by credit transfer to a bank or building society every four weeks. Some payments – such as trade union subscriptions, council tax etc., can be deducted at source if requested.

Pension

Employees will contribute to the Pension Fund unless they specifically opt to make other appropriate pension arrangements. Full details of the Pension Fund will be made available to the successful candidate.

Disclosure Scotland

Where the post relates to an area of work which is excluded from the provisions of the Rehabilitation of Offenders Act, the application may state:

“This post is excepted from Section 4 (3) (b) of the Rehabilitation of Offenders Act 1974 by virtue of paragraph 5 of the Rehabilitation Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003.”

OR

“Applicants for specific posts within the Central Scotland Valuation Joint Board are advised that the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Schedule 1, Part II, Paragraph 12, requires disclosure of spent convictions.”

Where this is stated **you must disclose all convictions** regardless of how old they are and whether they would ordinarily be spent under the Rehabilitation of Offenders Act 1974. It does not mean that you cannot apply for the post if you have previous convictions. The Joint Board reserves the right to make the appointment subject to a satisfactory disclosure check where relevant.

Health Assessment

The Joint Board will reserve the right to make the appointment subject to a satisfactory medical assessment.

Health and Safety

It is the duty of employees while at work:

- (a) To take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- (b) To report any defects in equipment, dangerous work situations, or dangerous occurrences to their immediate supervisor by the quickest possible means.
- (c) To co-operate in so far as it is necessary to allow the Joint Board to comply with their duties under Health and Safety legislation.

Relocation Expenses

The Joint Board may pay removal expenses (including legal/disturbance and lodging allowances where appropriate) to a new employee if applicable in accordance with the Local Agreement. (Details available on request).

Notice Periods

The minimum period of notice you must give Central Scotland Assessor is one completed pay period (four weeks). This may be extended to twelve weeks for statutory posts.

Discrimination

We are opposed to any form of illegally discriminatory practices on grounds including:

- gender
- religious belief
- race
- colour
- political belief
- socio-economic status
- marital status
- disability
- ethnic origin
- nationality
- sexual orientation
- age

We promote equality in employment.

Harassment

Central Scotland Valuation Joint Board is committed to the elimination of harassment in the workplace and will provide a policy framework, training and staff support to implement this intention.