

**BUSINESS SUPPORT STAFF**  
**TERMS AND CONDITIONS OF EMPLOYMENT AND EMPLOYEE BENEFITS**

<b>Salary</b>	Appointments are usually made at the beginning of the appropriate scale, although the panel may take into account the experience and current salary of the person appointed. Salary is paid for the whole of the month on the last working day of the month.
<b>Annual Holidays</b>	33 days per annum plus Bank holidays. The College may decide to close for up to 5 working days over the Christmas period in the interest of efficiency. Any efficiency closure must be taken as part of your holiday entitlement. Fractional posts will be pro rata. The College annual leave year runs from 1 September to 31 August.
<b>Hours</b>	Full-time posts are based on annualised hours of 1628 which are normally worked over 37 hours per week.
<b>Costs incurred as a result of employment</b>	Reimbursement of all reasonable costs incurred as a result of carrying out the responsibilities of the post (additional travel, subsistence etc). Claims supported by receipts are to be submitted to Payroll on a monthly basis for processing.
<b>Conditions of Employment</b>	Appointments will be made subject to satisfactory references, DBS clearance and medical clearance.
<b>Probationary Period</b>	Appointments will be made subject to the satisfactory completion of a 6 month probationary period.
<b>Family Friendly</b>	We aim to be a family friendly employer and have procedures in place which supports this.
<b>Pension</b>	The College will pay employer contributions to the Local Government Pension Scheme (Greater Manchester Pension Fund).
<b>Sick Pay</b>	Bury College operates an Occupational Sick Pay scheme. Payment during periods of ill health is dependent on the length of service and compliance with reporting/certification procedures.
<b>Continuous Development</b>	Support towards courses may be provided if the course is directly related to the employee's role. The college also offers free internal CPD opportunities. 3 days are allocated for keeping up to date with current developments and up to date with your skills and knowledge.
<b>Gym Membership</b>	College employees receive a discount at the DW Sports Fitness Centre.
<b>Costco</b>	College employees are able to purchase a Costco membership.