Terms and Conditions of Employment

CASUAL RETAIL COVER MANAGER

Contract:	**Zero Hours**
Offer of Employment:	Subject to two written references satisfactory to Age UK.
Employment	Subject to a three-calendar month probationary period. During this period there will be one- and three-month probationary reviews.
Rates of Pay:	**£13.27 per hour** Paid calendar monthly directly into bank/building society account on the 24th of each month.
Base:	**Various locations across Leicester, Leicestershire & Rutland (Cost Centre No 500)**
Annual Leave:	1st April to 31st March – paid at a rate of 12.07% of your hourly rate for every hour worked.
Sick Pay:	The post of Casual Retail Cover Manager is not entitled to a Company Sick Pay Scheme.
Category 2 (Private Car User Mileage)	40p per mile and is subject to change.
Car Park	The postholder is not eligible for a car park space at Age UK Leicester Shire & Rutland, Lansdowne House, 113 Princess Road East, Leicester LE1 7LA
Pension:	Automatic enrolment applies and eligible jobholders (as defined by the government) will automatically be enrolled into the pension scheme within three months of commencement of employment. In the meantime, if you wish to join the scheme you should contact the Payroll Department at Clarence House. Further information will be sent to you on or before your first pay day.
Increments:	Cost of living awards negotiated annually, if awarded, are normally effective from 1st April each year.