

## **General terms and conditions of employment – Yorkshire Dales National Park Authority**

### **Pension**

All employees are automatically brought into the Local Government Pension Scheme, unless they elect otherwise. Membership of the LGPS provides access to high quality pension benefits based on final pay.

Normal retirement age for employees of the Authority is 65 years.

### **Hours of Work**

The normal hours of work are 37 per week, Monday to Thursday, 8.30am to 5.00pm and Friday 8.30am to 4.30pm.

A flexitime scheme is in operation. This allows employees to vary their start and finish times within set parameters to help their work fit in with their social and domestic responsibilities. If they have accrued sufficient time, the scheme allows them to take up to 12 days extra leave during the year.

### **Holidays**

The holiday entitlement is based on length of service within Local Government or related employment.

On commencement of employment: 25 days.

After 1 year continuous service: 26 days.

After 2 years continuous service: 27 days.

After 3 years continuous service: 28 days.

After 4 years continuous service: 29 days.

After 5 years continuous service: 30 days.

Plus 8 bank holidays.

Pro-rata for part time employees.

### **Removal Expenses**

The Authority may provide assistance towards the costs incurred in re-location up to a maximum of £4,000. This assistance may be available to newly appointed employees and their household who, as a result of their appointment find it necessary to move house.

### **Induction**

The Authority is committed to providing all new starters with a comprehensive induction programme, tailored to the individual requirements of their post.

### **Training and Development**

The National Park Authority is committed to the professional and personal training and development of its employees. To support this, the Authority has achieved the national Investors in People (IIP) Standard. An appraisal scheme is in place for all employees and opportunities to undertake in-house and external training programmes are available.

### **Recruitment Clearance**

The offer of appointment is subject to medical clearance by the Occupational Health Nurse and receipt of satisfactory references.

### **Miscellaneous**

New entrants to local government are subject to a probationary period of six months.

Some posts are subject to a Criminal Records Bureau disclosure. This will be clear from the job advert and details.