



The Granary
West Mill Street
Perth PH1 5QP
Tel: 01738 493 942

Benefits and Terms and Conditions of Employment (October 2017)

These Benefits and Terms and Conditions of Employment are provided for information to prospective employees. Comprehensive terms and conditions are contained in the Contract of Employment; Role Description and the Employee Handbook.

Probationary Period

There is a probationary period of 3 months. The probationary period may be extended by Mountaineering Scotland at its absolute discretion if deems it appropriate.

Salaries

- All posts are graded according to salary scales which are published to employees from time to time. Progression within a grade up to the grade maximum will be by one increment per annum which is subject to achievement of a fully satisfactory performance rating, established through performance reviews undertaken every 6 months.
- Whilst it is the Board's intention to review salary scales on an annual basis, doing so will be subject to a decision concerning affordability. Where applicable, annual increases will usually operate from 1 April each year.

Pension Scheme

- In line with government legislation, all eligible staff will be enrolled automatically into the Mountaineering Scotland company pension scheme, albeit with the option to opt-out.
- Mountaineering Scotland will make contributions into the scheme at the minimum rate required by legislation unless you decide to increase your contributions, in which case the company will match your contributions to a maximum of 6% of your pensionable salary.
- Alternatively, Mountaineering Scotland will, subject to you opting out of auto enrolment but making a contribution into a personal pension scheme, match the amount of your contribution up to a maximum of 6% of your pensionable salary.
- If you do not have a personal pension scheme, employer contributions will be paid into your scheme if you establish one, and paid retrospectively for up to a maximum of 6 months prior to the date your scheme is established.

Annual Leave and Public Holidays

- The annual leave year is from 1 January to 31 December.
- Annual leave entitlement is 25 days the first year of employment, pro-rata to the start date, rising by one day per year of service to a maximum of 28 days. Public holidays are 10.5 days. With the exception of Christmas and New Year office closure arrangements, public holidays may be taken by employees, subject to approval by the line manager.