



Summary Terms and Conditions of Employment

These Terms and Conditions of Employment are provided for information to prospective employees. Comprehensive terms and conditions are contained in the Contract of Employment; Job Description; and the Human Resource Handbook section of the Company Manual.

Probationary Period

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

Salaries

- All posts are graded according to the 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 will be subject to the achievement of a fully satisfactory performance rating as established through formal performance reviews which are undertaken every six months with the team leader or manager.
- Whilst it is the Board's intention to review salary scales on an annual basis, doing so will be subject to a decision by the Board 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 this 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 gross 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 gross 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 period of up to 6 months prior to the date your scheme is established.

Annual Leave and Public Holidays

- Annual leave entitlement is 25 days in year one 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 team leader or manager.
- The leave year is from 1 January to 31 December.