RFL Property Services Terms and Conditions

Terms and Conditions			
Pay	**Grade**	**Point**	**Basic Pay**
	A	1	£ 27,082
	B	1	£ 29,302
	C	1	£ 30,386
		2	£ 31,527
	D	1	£ 32,668
		2	£ 34,950
	E	1	£ 38,088
		2	£ 44,078
	F	1	£ 47,500
		2	£ 52,805
	G	1	£ 54,585
		2	£ 61,111
	H	1	£ 63,474
		2	£ 68,609
	I	1	£ 73,743
		2	£ 80,019
	J	1	£ 81,730
		2	£ 93,424
	K	1	£ 98,559
		2	£ 109,684
	L	1	£ 117,101
		2	£ 128,511
Pay Progression	There are two pay-points within Grade C to L. Starting salary is always at the first pay-point unless evidence of experience at equivalent or higher level. Employees on Grade C starting at 1st pay-point will progress to the next pay step point on the 2nd anniversary of their start date and subject to satisfactory performance and conduct in role. Employee from Grade D to L starting at 1st pay-point will progress to the next pay step point on the 3rd anniversary of their start date and subject to satisfactory performance and conduct in role. **Grades J, K and L** After progression to the second pay point Grades J, K and L are annually earned points and will not be subject to pay protection. When a Staff member has not met the required level of performance and delivery for a given year, they will return to the 1st point of the grade subject to review after 12 months.		

Probation Period

Permanent Contracts - 6 months

Fixed Term Contracts

Length of Fixed Term Contract	Recommended Probationary Period
3 months or less	1 month
4 – 6 months	3 months
7 – 9 months	4 months
10 months and more	6 months

Notice Period (After Probation)

RFL Property Services		RFL Dispensary Services	
Staff Grade	**Notice period after completion of probation**	**Staff Grade/profession**	**Notice period after completion of probation**
Grades A - D	4 weeks	Grades A-D	4 weeks
Grades E - H	8 weeks	Grades E-F and ***all***	8 weeks
Grades I - L	12 Weeks	Grades G + and ***all***	12 weeks

Hours (WTE)

37.5 per week

Enhancement

Unsocial hours from 20:00 – 06:00 Monday to Saturday will be eligible for an enhancement payment of 1.15 times hourly rate,

All hours on a Sunday 1.33 hourly rate and all hours on a public holiday 1.5 hourly rate.

Annual Leave

Length of Service	Annual Leave	Public Holidays
Less than 5 years	25 days per annum	8 days
5 years	26 days per annum	8 days
10 years	27 days per annum	8 days

NEST Workplace Pension Scheme

Company	Employee Contribution	Employer Contribution
RFLPS	5%	6%
RFLDS	5%	3%

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<td>Occupational Sick Pay</td>
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<tr><th>Continuous Service</th><th>Occupational Sick Pay</th></tr>
<tr><td>During the first year of service</td><td>1 month full and 1 month half pay</td></tr>
<tr><td>During the 2nd year of service</td><td>1 month full and 2 months’ half pay</td></tr>
<tr><td>During the 3rd year of service</td><td>2 months full and 2 months’ half pay</td></tr>
<tr><td>During the 4th year of service</td><td>3 months full and 3 months’ half pay</td></tr>
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<td>Last Updated</td>
<td>November 2024</td>
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