

Terms and Conditions of Employment

Conditions of service

Appointments are usually subject to the Joint Negotiating Council for Local Government Services as supplemented by any local conditions of service

Probationary Period

All new employees are required to complete a six-month probationary period (even if you are coming from another local authority). During this period, two formal reviews will be undertaken at two and four month intervals. If your probationary period is unsuccessful, your contract may be terminated by giving the appropriate notice.

Medical

An offer of appointment will be subject to satisfactory medical clearance.

References

An offer of appointment will be subject to receipt of two satisfactory references. For posts where there is contact with children or vulnerable adults, references must cover the last three years.

Criminal Records Bureau (CRB)

Successful candidates will not commence employment until a clear CRB disclosure has been received.

Disclosure of a criminal record will not necessarily prevent candidates from being employed.

Leave Entitlement

Full-time employees annual leave provision is arranged as follows:

Local government service

	Usual annual leave entitlement	Chief Officer annual leave entitlement
a) up to 5 years' continuous service	25 days	30 days
b) 5 years or more continuous service	30 days	30 days

This is in addition to statutory days and the public holidays. Annual leave for part-time employees will be pro-rata accordingly.

The leave year runs from 1st April – 31st March and is allocated in hours.

5 weeks (25 days) = 180 hours pro rata

6 weeks (30 days) = 216 hours pro rata

Smoking Policy

Upper Norwood Joint Library takes the view that smoking must be actively discouraged in the workplace and does not allow its employees or visitors to smoke in any part of the building or outside the main entrance.

Dress Code

There is a 'smart casual' dress code which covers all staff posts.

Notice

If you are successful in your application you should **not** terminate your present employment until a suitable start date has been confirmed.

Induction

The introductory process, known as induction, is very important to both Upper Norwood Joint Library and to the new employee. It is the final stage in the recruitment procedure through which a new employee is introduced to our culture, ethos and objectives as well as the job, its context, and new work colleagues.

Salary

The salary for these posts will be a maximum of £5.80 per hour. This will increase to £5.93 in October 2010.

Evidence of written qualifications

You will be asked to provide original proof of qualifications either at interview or before confirmation of appointment.

Trade Union membership

Joint Library staff are able to belong to a recognised trade union

Debt to the Joint Authorities

Applicants must declare if they have any debts to the Joint Library's 'parent' authorities (Lambeth Council and Croydon Council) prior to taking up their appointment. The UNJLA reserves the right not to appoint applicants who have debts to either Council and who have not made arrangements to pay these debts.