



Pineshield

Contract Summary

Employee Name

Please circle role:

Full time / Part time / Evenings & Weekends

Hours

We issue zero hour contracts initially. After probation we offer guaranteed hours contracts. All staff are expected to work between the hours of 7am-11pm. If you have agreed to work evenings and weekends, this will be discussed.

Pay

Your pay is per hour at standard rate, there is an enhanced rate for evening and weekend work, with further enhancements for Bank Holidays. You will also be paid for any travel time and mileage at p per mile for any travelling between calls. We have partnered with 'Hastee Pay' so you can access your wage as you earn it. See **contract** for list of rates

Location

Your main area of work is:

Sometimes we may need you to work in other areas of the city but we will do our best to give as much notice so you can best arrange transport, where required

Holidays

You're entitled to 20 days leave plus 8 Bank Holidays. If you're working part time, we'll calculate your holiday based on the number of days you work. Pineshield's holiday calendar runs 1st July - 30th June

Notice

Things happen which mean you might need to leave, and that's okay - we'd love to know the reason so we can help or get better. If you do decide to go, we require appropriate notice so we can find someone willing to take your place. See your **contract** for full list of notice periods, including what pay you might be entitled to

Probation

We have 3 months to see whether you're the right fit. We ask that if you feel you want to leave during this period, you give us as much notice as possible and you can expect the same of us. See **deductions** and **notice** below

Deductions

If you've been overpaid, damaged company property, or decide to leave, there may be deductions to your pay. We aim to communicate any upcoming deductions so you can be aware of changes. For a full list of potential deductions, see **contract**

Workplace

Your workplace is out in the communities we serve. You will be required to wear a uniform and PPE (personal protective equipment) and will be provided with other equipment to allow you to do your job. You will be expected to look after this equipment and communicate any problems. Remember too that confidentiality is paramount.

Perks

You can check out our full list of perks on our **website** and at contract signing. Two of our favourites are Care Friends Referral Scheme, and having access to your earnings on demand.

Training

We are committed to quality, so training is very important to us. You will be expected to attend training before starting work. See our **website** for more details

Pension

You will be auto-enrolled into our pension scheme (NOW Pensions) after 3 months.

Employee contribution = 5%
Employer contribution = 3%

Complaints

If things go wrong, we encourage you to talk to us. See our **complaints procedure** for full details on who to speak to and how

Staff Signature

Manager Signature

Date

By signing above you confirm you have been made aware of and agree to read your contract in full