



Human Resources & ICT

Moray Council
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www.moray.gov.uk

PRIVATE & CONFIDENTIAL

Your Ref:

Our Ref:

(10-04)

Date

Dear

Appointment of
Department of

On behalf of the Moray Council, I have pleasure in formally offering you the post of ** on the principal terms and conditions contained in this letter and the attached statement.

Your general terms and conditions of employment are in accordance with National Agreement on Pay and Conditions of Service, negotiated and agreed nationally by the Scottish Joint Council for Local Government Employees. These may be varied by local or national collective agreements negotiated and agreed with representatives of Trade Unions recognised by the Scottish Joint Council and the Moray Council and by the Rules of the Council.

DATES

1. Your appointment is effective from *.
2. For the purposes of relevant Statutory Employment Rights your period of continuous employment is effective from *.
3. For the purposes of entitlements regarding National Conditions of Service your period of continuous service dates from * in accordance with the Redundancy Payments Modification Order (Local Government) 1999 (as amended).



PLACE OF WORK

You will be required to work in any Council Building or that of our Partner Agencies within *, as identified by your Line Manager. You will be required to attend any of these locations for such periods and for such purposes as your supervisor requires. This will include attendance at meetings with your supervisor and all relevant training sessions and briefings. The Council reserves the right to transfer you to another post on duties appropriate to your grade in another department, or at another location, subject to reasonable consultation.

HOURS OF WORK

REMUNERATION

1. The salary grade for your post is Grade * currently £* to £*. Your salary placing will be £*.
2. Increments will be payable annually from * until the maximum of the scale is reached.
3. It is a condition of your employment that you be paid monthly by bank credit transfer.

HOLIDAY ENTITLEMENT

1. Your annual leave entitlement for a full year will be ** days (including 5 floating days in lieu of local holidays). In addition, you will be entitled to 7 public holidays as recognised by the Council.
2. The leave year runs from 1 January to 31 December and leave may not be carried over from one year to another.

ALLOWANCES

NOTICE PERIOD

You are required to give 4 weeks notice of termination of your employment. Except in the case of summary dismissal, the Council may terminate your contract by giving 4 weeks notice of continuous service of up to four years and, thereafter, one weeks notice for each year's service up to a maximum of 12 weeks for 12 years service or more.



Please indicate your acceptance of this offer, as set out in the letter and supplementary statement (Ref: 10-04) by **signing and**

returning the contract letter / responding to the instructions in the e-mail. A copy of the contract letter, along with the statement of Terms and Conditions should be retained for your reference.

In addition, I would be grateful if you could complete both the New Start Questionnaire and the Declaration of Interest Form and return these items along with the above.

The Council reserve the right to add to or vary the foregoing terms and conditions of this appointment, and those detailed in the attached statement, by giving due notice.

If you fail to respond within 4 weeks of the date of the letter, we will assume that you agree to the terms and conditions of service thereof.

Yours sincerely



on behalf of Human Resources

Delete signature line if replying by email

Signed.....Date.....