

# Welcome to Falkirk Council



## Is your future in Falkirk?

Welcome to an environment worth living – and working – in. Welcome to an employer of choice where flexible benefits and working arrangements go hand in hand with a working culture committed to learning, improving and growing. Welcome to the very heart of Scotland, where the best rail and road links up the rest of the country. Welcome to Falkirk!

## Flexible Working

We rely on both parents and people with other caring responsibilities to provide our services. We also accept that there may be the need for employees to take a break from work to deal with personal commitments.

With this in mind we have developed a range of flexible working arrangements to support our employees. These include:-

**Annualised Hours:** working a set number of hours per annum.

**Compressed Working Hours:** working the total number of contracted hours over fewer days.

**Flexible Retirement Scheme:** either reduce hours prior to retiring or continue working beyond the normal retirement age (65).

**Flexible Working Hours:** flexible start and finish times within defined limits.

**Home Working:** working all or part of your contractual hours from home.

**Job Share:** two people sharing the duties of one post.

**Part Time:** working less than full-time hours.

**Term Time Working:** a working pattern which is similar to the school term.

**Voluntary Reduced Work Time:** reducing weekly hours for an agreed period of time for up to a maximum of 2 years.

Whilst arrangements will be made to accommodate such requests, these may be subject to the exigencies of the service and may not be applicable to all jobs

## Leave Entitlement

The Council offers a range of flexible leave provisions including:

**Annual leave entitlement for employees ranging from 32 – 39 days per annum (pro rata depending on length of service) .**

Flexible leave options are available as detailed below:-

- Adoption Leave
- Career Break
- Carers Leave
- Maternity Leave
- Maternity and Adoption Support Leave
- Parental Leave
- Paternity Leave

Special leave is available in certain circumstances e.g.:-

- Compassionate Leave
- Service in non-regular forces/ volunteering for reserves

National Sporting events

## Additional Benefits

In addition to competitive salaries, there are many other benefits of working within local government.

- AA Membership Scheme
- Attractive relocation packages where applicable
- Final Salary Pension Scheme
- Childcare Voucher Scheme
- Long Service Awards

- Occupational sick pay: combination of half and full pay for a period of up to one year depending on your length of service

- Voluntary Benefits package which includes: discounted shopping, holidays, leisure facilities and restaurants.

## Employee Development

The Council is committed to the on-going development of its employees including trainees and modern apprentices and to support this, offers a wide range of training opportunities which includes:-

- Communication Skills and Customer Care Skills
- Equal Opportunities
- Health and Safety
- IT
- Leadership and Management development
- Modular Courses relating to Council Policies and Procedures
- Personal Effectiveness

Employees are also able to use the well equipped Learning Resource Centre (LRC) to enhance their development.

## Health, Safety and Wellbeing

The Council is also committed to the health and wellbeing of all its employees and is a Gold SHAW (Scotland's Health at Work) Award holder. The undernoted is a selection of the policies and provisions currently in place:-

- Dignity at Work Policy: protection of employees dignity and rights
- Equal Opportunities Policy
- Workplace Policy on Domestic Violence and Abuse
- Drug and Alcohol Policy
- Employee and Manager's Stress Guidelines: provides help and advice for those with stress related problems
- Employee Counselling Provision
- Health and Safety Policy including a Risk Assessment process
- Health Promotion –Healthy Lifestyle Card
- Managing Sickness Absence Policy
- Smoking Policy
- Physiotherapy
- Leisure Pass

Falkirk Council's aim is to have a workforce which is Happy, Healthy and Here.

