

# **GEFFRYE MUSEUM TRUST**

## **Conditions of Employment Summary Sheet**

### **Salary**

All posts are contained within a salary range and are incremental. Following performance appraisal an increment may be paid, provided your conduct, work and general efficiency are satisfactory.

Performance appraisals will normally be held each year. Any annual increments will be subject to approval by HM Treasury and may be back-dated to the beginning of the process. New employees will not receive their first increment until a minimum of one complete year's service has been completed. Annual performance appraisals will continue after an employee has reached the top of the salary range

Your salary is paid directly into your bank or building society account. Salaries are paid in instalments of one twelfth of your annual salary (2 weeks in arrears and 2 weeks in advance), on or around the 15th of each month. You will receive an itemised pay statement each month showing particulars of your pay and details of deductions made, including those for income tax and employees' national insurance contributions.

Hourly paid staff in the shop and restaurant are paid for the actual hours worked in the preceding period, as recorded on their timesheets.

### **Hours**

The hours of attendance for full-time staff fall between 8.30 am - 5.30 pm but are also dependent on the requirements of your job as determined by your Line Manager.

### **Overtime**

You may be asked to work hours additional to those you normally work.

If your normal working week is 35 hours or less, you will not receive additional overtime payments. However, you will be entitled to take time off in lieu of additional hours worked which must be taken within one month. This may be taken at a time agreed by your Line Manager.

If you normally work for 36 hours or more per week, you will be entitled to receive payment at premium rates (or time off in lieu) in respect of additional hours worked.

All arrangements for overtime work, overtime payments and time off in lieu must be authorised in advance by your Line Manager. Time off in lieu may only be taken subject to the operational needs of the Museum.

## **Annual Holiday**

The basic annual holiday entitlement for all new employees is 22 working days (pro rata for part-time staff), in addition to public holidays.

Employees will accrue an additional day of holiday for each completed year of service, to a maximum of 5 additional days, in recognition of long service.

The Museum's leave year runs from 1 April to 31 March. Up to five days leave not taken in one year may be carried over into April of the following year with the approval of your Line Manager. Any leave carried over into the next leave year and not taken by 30 April will be forfeited. If you are likely to be unable to take your leave entitlement because of pressure of work, please discuss this with your Line Manager.

All annual leave is taken subject to the needs of the Museum. Applications for leave must be agreed in writing with your Line Manager before you take leave and you should avoid making arrangements before authority to take leave has been granted. It is in your interest to apply for leave as far in advance as possible.

## **Pension**

Employees may choose whether:

- to belong to the employers' occupational pension scheme;
- to rely on the State Pension Scheme (SERPS); or
- to make their own arrangements under a personal pension scheme.

The Museum is an associate body of the London Pensions Fund Authority and thus employees are normally entitled to join the LPFA's Local Government Superannuation Scheme.

You will be given a booklet upon joining which outlines your choices on pensions. You should read it immediately. If you have questions about superannuation or need clarification of points in the booklet, you should contact the Head of Finance and Administration in the first instance. If you feel you need further advice about which option to choose, the booklet suggests you get independent advice from an independent financial consultant.

## **Maternity Pay**

Statutory Maternity Pay, the state scheme for maternity benefit, is paid to eligible employees.

In addition, if you satisfy the requirements to obtain SMP and have worked for the museum for two complete years or more, you will be entitled to receive contractual maternity pay, which increases the amount you receive during the first six weeks leave to your normal salary and during the following twelve weeks to half normal salary.

## **Paternity Provision**

Statutory Paternity Pay, the state scheme for paternity benefit, is paid to eligible employees.

## **Staff Induction, Annual Performance Appraisal and Training**

The museum recognises that training and study can benefit both the individual and the museum and it is committed to a positive approach in developing and training its staff.

All new entrants will be given basic induction training to introduce them to other staff and to the museum and its work and to its rules and procedures, particularly those pertaining to health and safety

The museum aims to help and encourage you to achieve your best performance in your current job, and to develop you for responsibilities in line with your potential. Your Line Manager will have an annual appraisal/discussion with you to assess:

- your performance over the last year.
- performance objectives for you to meet over the year to come.
- any training and support you may require if you are to meet those objectives in the agreed timescale and to progress your career in the way both you and the museum would like.
- the possibility of a recommendation for the payment of an increment and/or promotion.

A member of the Management Team will be involved in this process as necessary to ensure consistency of approach across the museum.

If it is agreed that you will undertake specific training as a result of this process or other discussions with your Line Manager, the museum will release you from your duties if necessary to attend the training concerned and will pay any reasonable expenses or fees incurred. Please discuss any training plans which are under consideration or have been agreed by your Line Manager with the Deputy Director, who will maintain both a record of all training undertaken by museum employees and also a library of courses available.

Release for training which less directly benefits the museum will be considered but there may be practical difficulties in terms of cover and timing.

## **Equal Opportunities**

The Trustees are committed to providing equal opportunities in employment at the Museum. All job applicants and employees will receive equal treatment regardless of race, colour, ethnic or national origins, sex, pregnancy, marital status, sexual orientation, disability, gender reassignment and age (“the discriminatory grounds”).

## **Smoking**

Smoking is not permitted anywhere in the museum.

## **Status of Trust**

The Geffrye is an independent museum, free of direct local or national government control. It is run for and on behalf of the public by the Geffrye Museum Trust, established in April 1990. The Trust is a Company limited by guarantee and a registered charity.

The Government has provided that the Trust receives an annual grant from the Department for Culture, Media and Sport, to support both the revenue and capital requirements of the museum.

**Further information about terms and conditions of Employment at the Geffrye Museum will be provided after joining the staff.**