

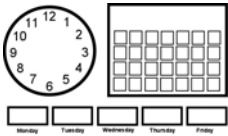
Job:

Job Title



How much you will be paid: Salary

When you will be paid: Payment details



When you start: Start date

Hours you work: Hours



Doctor's check:

Everyone who works for the Council has to have a check with the Doctor. Your manager will arrange this with you.



Police check:

To make sure that everyone who uses the Council's services is safe, we do police checks on our staff. Your manager will arrange this with you.

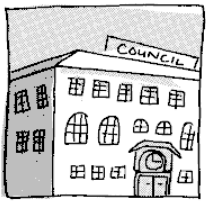


Your rights:

With your job you also get rights that come with every job in the Council. These rights include holiday time, hours you work and more. Your manager will give you a booklet telling you about these rights.

Probation:

This is a period of time where you learn your new job. In your first six months your manager will meet with you to tell you how you are getting on. If you want to know more about this, speak to your manager



Moving in the future:

Your job is with the Leicester City Council. This means in the future you might need to move to a different building or workplace.

Leaving the Council:



If in the future you want to leave your job, you have to let us know before you go. If you are ever thinking about leaving, you should tell your manager or Human Resources.

Holidays:



You are allowed x amount of days off every year. On top of this you will get x Bank Holidays.



Sick Pay:

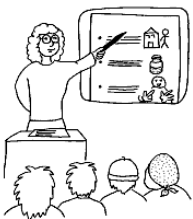
Depending on how long you have worked for the Council, you will be paid when you are sick. If you are sick, you must tell your manager straight away. If you are sick for more than 7 days, you will need a note from the doctor.

If you are not happy:



If you think someone is not treating you fairly at work, you should tell someone. The best way to do this is called a Grievance. If you are not happy with anyone you should speak to your manager about a Grievance. If it is your manager you are not happy with, or you don't want to speak to them about it, then tell Human Resources.

Breaking the Rules:



If you break the rules of the Council in a serious way, you may face a Disciplinary procedure. A Disciplinary is our way of finding out what happened. If you ever go through this and you are not happy with the result, you should contact Human Resources.



Health and Safety:

The Council has rules to make sure all of our staff are safe from harm. If you think something is not safe tell your manager.



Code of Conduct:

The Code of Conduct is a set of rules to let you know how the Council expects you to behave when you at work. We have sent you a copy of these rules with this letter.



Confidentiality:

Confidentiality is keeping things secret. Your job in the Adults and Housing Department may mean you know some things that you should not tell anyone outside of work. If you are not sure about what should be kept secret, speak to your manager.



Identity Card:

Everyone at the Council has to wear a badge with his or her name and photo on.



Training:

Sometimes your manager may ask you to learn some new skills for your job. We run courses to help you get better at your job.





No Smoking:

Smoking is not allowed in any of the Council buildings or cars. You would only be allowed to smoke in your own time, for example on your lunch break, away from Council buildings. We also offer help to any of our staff who would like to give up smoking.