

Terms and conditions of employment

Salary

The salary listed for a vacancy is the starting salary for that post. The GLA has an incremental salary system for all staff below director level. All new staff joining the organisation will be appointed at the bottom increment of a pay grade and, subject to satisfactory performance, will receive an increment on 1 April except where employment commences between 1 October and 31 March in which case the first increment is payable six months after the date of start. Subsequent increments are payable on 1 April each year until the maximum of the grade is reached.

Further details of the GLA's incremental pay scheme will be provided on offer of appointment. More information about our incremental salary bands and our pay and grading principles and practices are available on the [benefits page](#).

For fixed term contract positions lasting longer than six months, an increment will normally be paid in accordance with the principles outlined above. For appointments of less than six months no increment will be payable.

Please note that, should you take a post with the GLA on a secondment basis, the advertised salary is the maximum salary that the GLA will reimburse a secondee's substantive employer.

(The following sections refer to GLA terms and conditions. If you are to take a post with the GLA on a secondment basis you will remain on the terms and conditions of your existing employer).

Hours of work

The standard GLA full time working week is 37 hours per week. All positions are fulltime unless specified in the vacancy particulars.

Annual leave

We provide 30 days leave each year in addition to statutory public holidays (pro-rata for part-time and fixed term appointments).

Notice period

The minimum periods of notice that the GLA will give you and you must give us before ending your employment are shown below:

Employee status	Minimum notice
During and until satisfactory completion of probationary period	1 month
After probationary period has been satisfactorily completed:	
Grades 1 to 6 inclusive	1 month
Grades 7 to 8 inclusive	2 months
Grades 9 to 15 inclusive	3 months

Notice periods differ for interns and other employment arrangements. Please see the vacancy particulars for details.

Probation

All appointments will be subject to a six-month probationary period.

Sick pay

The occupational sick pay scheme provides for four months full pay, followed by four months half pay for all employees who have satisfactorily completed their probationary period.

Pension

You will automatically be admitted to the Local Government Pension Scheme, unless you confirm that you wish to opt out. This is a career average pension scheme which offers a secure future income, independent of share prices and stock market fluctuations. If you join the scheme, your contribution rate depends on your salary, but it will be between 5.8 and 12.5% of your pensionable pay. The GLA also contributes a large part of the cost of the scheme on your behalf. Full details of the Local Government Pension Scheme can be found at <http://www.lgps2014.org/>

Travel to work loans

We provide an interest free loan of up to £5000 to buy an annual season ticket loan, or £500 to buy a bicycle and cycling equipment for travel from home to work.

Cycle2work scheme

Under this government initiative, the GLA can provide you with a new bicycle and cycling safety equipment and, providing the main use of the bike is for commuting to work, you will incur no tax and National Insurance on the benefit. This saves you up to 50% on the cost of a bike bought on the high street.

Volunteering policy

The GLA recognises that volunteering can bring a number of benefits to the employee taking part, to the community or organisation receiving the volunteer's time or skills, and to the GLA itself. The GLA supports staff who wish to take part in volunteering opportunities and allows up to three days per year (equivalent to two hours per month) paid time off for these activities.

Flexible working

The GLA provides a range of flexible working arrangements which allow staff to balance work and home commitments, including flexible hours schemes, job sharing and remote working.

Family friendly policies

The GLA has introduced a number of policies to provide support to staff with care responsibilities. These include paid time off to deal with family emergencies, maternity and paternity leave schemes, and a scheme to help with child care costs.

Performance management

The GLA operates a performance management process for all GLA staff. The scheme is designed to help individuals be clear about their role and their professional development and ensure that individual, team and organisational goals are aligned.

Whole time service

You will be expected to devote your whole time service to the work of the GLA and you may not engage in any other business or take up any appointment without the approval of your Director.

Place of work

Your place of work will be at the GLA's offices which are located at [City Hall](#) on the south bank of the Thames between London Bridge and Tower Bridge.

The GLA reserves the right, however, to request you to work at other locations in the London area. The above list of term and conditions are subject to change and all employees will be issued with a comprehensive set of terms and conditions on appointment.