**Additional Information about Working for Us**

**PLEASE READ AND SIGN IN AGREEMENT BELOW.**

* **Zero Hours Contracts:** Where staff are employed on a **zero-hours contract,** we cannot guarantee you the same hours and days each week but in general, our work is permanent and regular. It may take a short while to build up hours but this is not always not the case.
* **Fixed Hour Contracts:** Where staff are employed on a **fixed hours contract,** these are worked over a 4-week period and you will be expected to take on alternative duties to meet these contracted hours where reasonable to do so.
* **Mobility:** You are not employed to work with one particular service user and it is a condition of your employment that you are prepared to work for any of our services users with whom you have be trained to support. This mobility is essential to the smooth running of the business.
* **Accepting Work**: Aster Care is a domiciliary care provider and NOT an agency. Therefore, once you accept a shift, we expect you to honour this, giving us plenty of notice where possible if you require this to be changed.
* **Remaining at Service User Premises:** With most of our service users, you will be required to remain at the property until the next staff member arrives. Should the oncoming staff member be late or sick, you will be required to remain in attendance until you can be relieved by a replacement care worker.
* **Annual Leave:** You are only allowed to take **5.6 weeks of holiday**, pro-rata to your average working week. **All holiday must be authorised** before booking as there are maximum numbers of staff that can be on holiday in a care package at any one time.
* **Christmas & New Year Working**: You will be expected to work EITHER Christmas OR New Year period. Staff will be required to work Bank Holidays where not agreed as holiday.
* **Arriving at Work:** You are expected to arrive for work at least 5 minutes before the start of your shift to allow for any brief handover for key information.
* **Pension:** You will be automatically enrolled in our pension scheme after 3 months if you meet the qualifying criteria. You have the option to opt-out, but this has to be initiated by you and not Aster Care.

**Reviewed April 2019**