

Key Terms and Conditions of Employment

Local Government/Public Sector Continuous Service

If you join the Council without a break in service (subject to certain exemptions) from another public body covered by the Redundancy Payments (Local Government)(Modification) Order 1999, your service with that body will count for the purposes of continuous service. The amount of continuous service that you have affects your entitlement to annual leave, occupational sickness and maternity schemes, period of notice and any redundancy payment.

Pay Arrangements

Staff are paid monthly by BACS transfer on or about the 28th of each month.

Hours

Unless otherwise stated in your contract of employment you will be required to work 36 hours a week.

Depending on the nature of the job role that you are applying for, you may also be required to work shifts on a rota basis, weekends and public holidays. If applicable, the details will be outlined in your contract of employment.

If you are a HAY graded manager while your normal hours of work are 36 hours per week, you will be expected to work reasonable hours necessary for the better performance of your duties.

The Council is also able to accommodate other types of working hours which are subject to service needs and the approval of the manager.

Overtime

Subject to the agreement and confirmation from your manager overtime will be paid to employees once they have worked over 36 hours per week. This also applies to part time staff. Overtime will not be paid to part time staff until such time they have worked in excess of 36 hours per week. Your manager will provide you with the overtime rates of pay or alternatives, such as time off in lieu.

Flexible Working Hours Scheme

The Council operates a Flexible Working Hours Scheme. Participation in this scheme depends on the nature of your job role, as your working arrangements will be subject to the needs of the service.

Home working

If you are required to work from your home, this will be outlined in your contract of employment.

Holiday Entitlement

The leave year runs from 1st April to the following 31st March and annual leave is in accordance with the scale outlined below. Employees transferring from the service of another Local Authority bring their leave entitlement with them, which is not to exceed the table below.

Employees receive 2 extra statutory days holidays, which are included in their annual leave entitlement. Entitlement increases after 5 years service (on the anniversary of

their start date) and again after 10 years service (from the leave year following the 10th anniversary).

New entrants are entitled to annual leave (including the extra statutory holidays) proportionate to the completed months of service during the leave year of entry and thereafter on the normal scale.

The Council recognises the following Public Holidays:

Good Friday
Easter Monday
May Day
Spring Bank Holiday
Late Summer Bank Holiday
Christmas Day
Boxing Day
New Year's Day

The Council also gives a concessionary day on the last working day before Christmas (unless Christmas Day falls on a Wednesday in which case the day is taken on the working day immediately following).

For employees in part-time posts annual leave and public holiday entitlement is pro-rata to hours/weeks of work.

Scale Points 1 to 21 (up to Scale 4)

0 to 4 years	24 days (172.8 hrs)
5 to 9 years	29 days (208.8 hrs)

Scale Points 22 to 28 (Scale 5 and Scale 6)

0 to 4 years	25 days (180 hrs)
5 to 9 years	30 days (216 hrs)

Scale Points 29 (SO1 and above)

0 to 4 years	26 days (187.2 hrs)
5 to 9 years	31 days (223.2 hrs)

Staff are entitled to receive a "one off" proportional entitlement of leave to cover the period from the date of their fifth employment anniversary to the following March.

Date of Starting	Extra Days Allowed
2 April – 1 June inc	4 days (28.8 hrs)
2 June – 1 August inc	3 days (21.6 hrs)
2 August – 1 Nov inc	2 days (14.4 hrs)
2 Nov – 1 January inc	1 day (7.2 hrs)
2 Jan – 1 April inc	0 days

Assessment Period

All posts are subject to an Assessment Period of up to 21 weeks. Some posts in the Council require you to complete a longer probationary period in accordance with statutory legislation. If this applies to you the details will be outlined in your contract of employment.

Car Allowance

General Travel Allowance

A general travel allowance is payable to employees graded SM3. This payment covers any type of Business travel, (including training), within the United Kingdom other than that of an exceptional nature, (for example, air fares) which are reimbursed at cost. For part-time employees this payment is pro-rata to hours/weeks of work. Details of the amount payable will be outlined in your contract of employment.

Casual and Essential Car Users

If you are authorised to use a private car for official purposes you will be required to submit evidence that you hold a valid driving licence and that you are insured to use your vehicle for business prior to such use. For the first six months of your employment you will be reimbursed for all mileage incurred at the appropriate Casual User Car Allowance rate. Following this initial six months period, a review of your business mileage will be undertaken to assess whether you should remain on the casual user rate or fulfil the Council's criteria to receive an Essential User Car Allowance.

Casual and essential car user allowances are reviewed annually and such allowances may be removed or awarded as appropriate. Any change in eligibility for either Casual or Essential User Car Allowance will be detailed in writing giving one month's notice prior to the change being implemented.

Sickness Allowance

The Council provides occupational sick pay, which is related to length of service. The provisions relating to sickness payments are contained in the National Agreement (Green Book), a copy of which is available on the Council's intranet site or from Human Resources.

Notice Periods

The period of notice that you are required to give the Council to terminate your employment is not less than:

- Chief Executive/Chief Officers/Directors - 3 months
- Heads of Service and Officers graded SM1 and above - 2 months
- PO2 and below - 1 month

Any variation to notice periods will be outlined in your contract of employment.

Pension Scheme

The Council operates a final salary pension scheme. You will automatically be entered into the Council's pension scheme (The Local Government Pension Scheme) regardless of hours worked unless your employment is casual or relief, in which case if you want to join you can get a form from Pensions Section. If you do not wish to be in the scheme you must formally opt out of the scheme and you must either take out a personal pension or contribute to the State Second Pension.

The rate of contribution to the Council's scheme ranges between 5.5 - 7.5% of gross earnings, depending on your salary, excluding non-contractual overtime. Full tax relief is automatically allowed on your contribution.

The scheme is contracted out of the State Second Pension (S2P) and National Insurance contributions are accordingly payable at the reduced ('contracted out') rate. A contracting-out certificate to this effect is in force.

Health and Safety

Health and safety is a major concern of the Council. For us it is as important as delivering good quality services or keeping our finances in order. The Council expects all people who work for the Council, whether employees, volunteers, contractors or suppliers, to give it the same importance. A safe work place should be the aim of us all.

No Smoking Policy

Employees are not permitted to smoke during their working hours. In addition, employees are not permitted to smoke at any time in civic buildings or in vehicles owned or used by the Council.

Equal Opportunities

The Council is committed to promoting equality and diversity in the workplace. All employees must read the Equal Opportunities in Employment Policy and sign the declaration form attached to it. Failure to comply with the policy may result in disciplinary action.

Political Restriction

If the post you are applying for is on or above or moves on to spinal column point 44 of the pay scales or equivalent monetary value it will be politically restricted. Full details will be outlined in your contract of employment

Deductions from Pay

The Council may deduct pay for the following reasons:

- (i) Failure to supply a valid medical certificate when it is due.
- (ii) Unauthorised leave of absence
- (iii) Participation in strike action and failure to report for duty as a consequence of this
- (iv) The Council may make deductions from your pay, or from any monies due to you, for any sums payable by you to the Council. This includes, but is not limited to, any overpayment of salary or any other benefits (for the purposes of this you will be deemed to have checked each and every payment to you and be aware of any overpayments), any outstanding loans, post entry training fees and, upon your employment ending, any leave which you may have taken in excess of your entitlement.

Pre-employment Screening

Any offer of employment is conditional; it is subject to the Council receiving all the clearances requested and their being satisfactory, which will be determined by the Council.