

This document provides managers with guidance on the changed terms and conditions and should be read in conjunction with the Single Status Booklet.

The revised Terms and Conditions (T&C) (the Derbyshire Package) has been designed to

- harmonise the terms and conditions of former manual and former administration/professional/technical and clerical (APT&C) jobs
- provide a set of terms and conditions that is easier to understand and apply
- replace outdated local terms and conditions
- replace a variety of local arrangements so that employees across the Council are treated fairly and equitably

These arrangements will form part of employees' terms and conditions of employment (T&C's) with effect from 1 April 2010. Until then existing payments will apply. The Derbyshire Package and this guidance refer to changes in specific T&C only, and others will therefore remain unchanged.

Managers should :

- Read the Derbyshire Package and details about the new Pay and Grade Structure and understand the changes involved
- Assess the impacts of the changes on your own teams
- Brief employees accordingly
- Ensure employees understand their responsibilities in relation to the changed terms and conditions of employment.
- Ensure the correct rates are applied or claimed.

If in any doubt please contact the SSC Helpline on 01629 535525 or single.status@derbyshire.gov.uk, or your departmental HR team

PAY RELATED CHANGES

These are summarised in the table below:

Managers should :

- Review current arrangements for standby and callout and confirm the frequency with your team and any rota arrangements that you might need to put in place.
- Note that arrangements for processing will be unchanged until the introduction of SAP in April 2010. There will be further communication on SAP nearer the time.
- Note that it is a basic principle of the scheme that any hours worked cannot attract two allowances at the same time e.g. overtime worked on a Sunday does not attract time and a third on top of time and a third.
- Ensure all overtime is pre-authorised, and payment arrangements are agreed in advance
- Note that the claim forms will be amended to reflect the simplified arrangements, on line with SAP and must be used.

Summary of allowances

These rates are applicable only to grades 1 to 13 (except for bank holiday and sleep in duties which apply to grade 14 and above also)

Allowance	Rate	Notes
Overtime	Payable after 37 hours <ul style="list-style-type: none"> • Time and a third (x1$\frac{1}{3}$) • Double time (x2) for bank holidays 	TOIL is available instead of overtime subject to manager agreement
Enhanced hours	Time and a third (x1 $\frac{1}{3}$)	<u>Normal pattern is Monday to Friday</u> Enhanced hours are: <ul style="list-style-type: none"> • Monday to Friday 7pm – 7am plain time plus one third (x1$\frac{1}{3}$) • Saturday and Sunday - all hours - plain time plus one third (x1$\frac{1}{3}$) <u>Normal pattern Monday – Sunday</u> Enhanced hours are: <ul style="list-style-type: none"> • Monday to Sunday - 7pm – 7am - plain time plus one third (x1$\frac{1}{3}$)
Weekend work	Plain time if weekend working is the normal pattern of work unless between 7pm and 7am outside contracted hours, where it will be time and a third (x1 $\frac{1}{3}$)	
Standby	£24 Two standby payments of £24 for 24 hour cover on a Saturday or Sunday *	Includes the first half hour of callout worked Standby rates will be reviewed by the end of September 2010 *or any other non working day
Callout	Plain time for above 30 minutes worked, up to 37 hours. Thereafter overtime rates of time and a third (x1 $\frac{1}{3}$)	
Recall to Work	£24 (minimum payment) Extra hours at plain time rates up to 37, overtime rates after that.	If recalled after half an hour of leaving work, this includes payment for the first half hour of work.
Sleep-in duty	£24 Above 30 minutes worked, plain time up to 37 hours. Thereafter overtime rates of time and a third (x1 $\frac{1}{3}$)	This includes payment for the first half hour of work.
Grade 14 and above	Plain time rates or TOIL	
Waking duty	Plain time rates up to 37 hours, then overtime rates of time and a third (x1 $\frac{1}{3}$); bank holidays, double time (x2)	For disturbed time exceeding more than 30 minutes in total
Lettings Paid for hours worked	Minimum of 1.5 hours at plain time rates before 7pm and time and a third (x1 $\frac{1}{3}$) after	Replaces the existing framework of payments.

Allowance	Rate	Notes
	7pm.	
First Aid	£12.50 per month	For designated first aiders

Absences

All payments for absence with the exception of annual leave and maternity will be paid at the plain time rate and will not attract enhancements e.g. unsocial hours or allowances, standby or sleep – in.

Managers should:

- Ensure that absences are notified promptly through the agreed system, so that any allowances may be adjusted appropriately by the SSC.

Acting-up / Honoraria

This will now be paid only after 28 days of acting up/cover for all employees. Payment will be backdated to the start date if the arrangement lasts longer than 28 days.

Managers should:

- Ensure that any proposed arrangement for honoraria and acting up is agreed prior to being authorised for payment through the Interim Measures process and Strategic HR Group
- Note that acting up can only be agreed for the higher graded job which the individual is covering and must be at the relevant grade
- Make the start date clear to employees and ensure payment is initiated if it lasts longer than 28 days.
- Wherever possible, ensure that payment arrangements are agreed in advance of the work being undertaken.

Monthly pay

This will be introduced for all work groups as from 1st April 10.

Managers should:

Brief their affected employees and ensure they understand the implications of the move to monthly pay and the need to plan financially for this happening in April 2010.

LEAVE AND TIME OFF ARRANGEMENTS

Below is a summary of the changes – for full information please refer to the Single Status Booklet Appendix C, issued with employee letters.

Annual Leave

The current four extra statutory/concessionary holidays (Easter Tuesday, Spring Bank Holiday Tuesday, August Bank Holiday Tuesday and the day after Boxing Day) will be discontinued and four days added to the basic annual leave entitlement.

These days will therefore become normal working days (unless service restrictions apply) and employees will therefore be required to work unless they apply for annual leave.

With effect from 1 April 2010 annual leave will be:

- Grades 1 to 9 - 25 days rising to 30 after five years service
- Grades 10 to 13 – 27 days rising to 32 after five years service
- Grades 14 and above – 34 days with no increase.

5 years continuous service will be based on the continuous LGS start date and where additional jobs are subsequently held the date of commencement in post.

Annual leave will apply from 1st April each year and is pro-rata for part – time employees.

Average hours will be paid for part time and relief employees.

If employees retire or leave part way through the year their leave will be calculated proportionate to the period they have actually worked and they will be asked to repay any leave taken that has not been earned.

Bank Holidays

All employees will get eight days bank holidays:

- New Years Day
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday Monday
- Late Summer Bank Holiday Monday
- Christmas Day
- Boxing Day

Sickness scheme

Employees are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month full pay and after completing 4 months service, 2 months' half pay
During 2 nd year of service	2 months full pay and two months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

Sick pay does not include enhancements for unsocial hours working, hours rostered over contract but not worked.

Please see Appendix F of the Single Status Booklet for full details of the sickness scheme.

Special Leave

Please see Appendix C of the Single Status Booklet for full details of leave and time off arrangements

These provisions have been simplified and adjusted.

Specific leave arrangements relating to the following will no longer apply

- Time off to attend external interviews
- Special leave to attend sporting /cultural events
- University graduation
- Moving home

Public duties

Before committing to public duties employees must obtain approval from their manager.

Employees who are Elected Members of other local authorities are allowed a maximum of 208 hours per year paid time off to carry out their public duties.

Paid leave of up to 18 days /36 half days per year will be granted to employees undertaking public duties such as : Magistrates/JP; Police Authority; school/college governor. Time off will be pro rata for part time employees. Further reasonable unpaid time off for public duties may be granted at manager's discretion.

Unpaid leave

This provides employees with the opportunity to have an extended period away from work for such as:

Caring responsibilities
Extended foreign travel
Personal development – education or training
Voluntary/community work

Requests should be made at least three months in advance. The maximum unpaid leave is 12 months. Agreed periods of unpaid leave will be counted as continuous service (but see Conditions at Appendix C of the Single Status Booklet) .

Managers should:

- Be aware of the full policy details and refer the employee to these. For example unpaid leave of more than one month will affect the annual leave entitlement.
- Consider the possible effects on service delivery and team workloads before allowing unpaid leave and any anticipated difficulties in providing cost effective temporary replacement of the employee.
- Plan, where circumstances allow, for regular catch up meetings/contact
- When the employee returns to work, arrange suitable induction back into the workplace and update of developments and changes which have occurred whilst absent.

Medical appointments

Should be in the employee's own time wherever possible. If not, reasonable notice must be given and the manager can grant time off with pay.

Special Leave

A maximum of 5 days with pay, and 5 days without pay, covering bereavement, urgent domestic and dependent leave may be granted at Chief Officer discretion in special circumstances, in a rolling 12 month period.

Bereavement leave: Provides time off with pay to enable employees to either:

- Attend the funeral of a close friend, relative or dependent (up to 1 day paid leave)
- Attend the funeral of a relative or dependent and deal with affairs/funeral arrangements (up to 5 days paid leave)

Study leave

For approved courses of study, employees are entitled to :

- If on day release - a half day paid leave for each half day examination
- If not on day release - one day paid leave for final revision for each half day of examination

Open University

Employees are allowed up to 5 days off with pay for attending an approved Open University Summer School course

Service in non regular forces

A maximum of two weeks may be granted to volunteer members to attend a summer camp. Additional time off must be authorised by the relevant Chief Officer.

Jury service

Employees are allowed unpaid time off and should receive details from the court of how to claim for pay deducted.

NON PAY RELATED CHANGES

Travel

Please see Appendix D of the Single Status Booklet for full details of travel and subsistence payments and changes.

Employees will continue to be required to provide a car/alternative transport for such journeys as are deemed necessary to do their job.

For journeys exceeding 110 miles round trip the employee should make every effort to use a hire car.

Managers should pre –authorise any use of own cars in these circumstances.

All existing allowances will be replaced with a single rate which – over two years –will be reduced to come into line with the HMRC rate. The rates from April 2010 will be 50p per mile for the first 8,500 miles, 12.2p per mile thereafter.

From April 2011, this will reduce to 45p for the first 8,500 miles/12.2p per mile thereafter, and from April 2012, to 40p per mile for the first 10,000 miles/25p per mile thereafter. Also from April 2012, an extra 5p per mile can be claimed for approved passengers.

Existing Essential and Casual user allowances will end.

Rail travel is by second class only.

There will no longer be a Public Transport rate – except for specific post entry training and individuals attending for interview which managers should note.

Excess travel

Where employees are transferred to another work base at the request of the council. this will be paid where the move is outside of a 5 mile radius of their existing base and will be paid for a maximum period of up to 3 years. The allowance will be based on the standard mileage rate for the additional mileage involved in the change of workplace. Anyone in receipt of an existing arrangement will continue to receive this for the remainder of the agreed period, but this remainder will not exceed three years maximum.

Excess travel time allowances are also payable for a period not exceeding three years provided that the additional daily travelling time exceeds half an hour. The allowances are (will be paid pro-rata for part time employees):

Up to half hour a day	Nil
Up to 1 hour per day	£302 per year
Up to 1 hour to 1.5 hours per day	£419 per year
Over 1.5 hours per day	£523 per year

Travel Time

The qualifying period after which excess travel will be paid – for employees who have a notional base eg Home Helps, Craft Workers - will be 60 minutes per day for all employees.

Subsistence

Subsistence allowances will only be paid in exceptional circumstances for which **prior chief officer approval** will be required. This will need to be noted against any claims for subsistence put through for payment.

Telephone

Existing allowances will be replaced with mobile phones except where signals are not available.

WORKING HOURS/WEEK

Working Week

The basic categories will be:

- Monday to Friday 7am to 7pm
- Flexible 5 in 7 days working

Single Status is not intended to supersede current working week arrangements but to standardise the treatment in terms of pay for those arrangements.

The Council has given a commitment that it does not intend to use the pay review to introduce 'five out of seven day' working in areas where that isn't currently the practice or to add this provision as a blanket clause in contracts of employment. It is recognised, however, that in the future the Council may seek to introduce this arrangement in new areas. In such cases, it will be introduced through consultation and negotiation with the trade unions and employees concerned.

Where employees are required to work evenings or night times for service delivery reasons, they will receive enhanced rates of pay to reflect the "unsocial" nature of their hours, see the table of allowances in this guidance.

Individual working patterns are unchanged as a result of the Derbyshire Package. Any changes must be agreed in the normal way through separate consultation.

The new allowances replace all other enhanced hours payments including split duty, unsocial hours and all shift allowance payments.

Flexible Working

A number of different working hours arrangements, related settlement periods and associated contract arrangements are applied to different occupational groups and

service settings across the Council which are referred to in the Information Pack. Implementation of these new Single Status contract arrangements will however include a revised flexible working hours scheme for employees in settings where service demands permit. In all cases the flexible working arrangements are subject to operational circumstances and manager agreement. Existing arrangements regarding compressed hours, varied start/finish times and term time working are unchanged.

Flexible working hours scheme

The new scheme is set out at Appendix B of the Single Status Booklet. It is recognised that certain employees, by virtue of the nature of their jobs, may not be able to operate with full flexibility within the scheme, and that others may have to be excluded altogether. However, it is the spirit and intention of the scheme that flexible working hours should be available to as many employees as possible. The main changes include:

- an extension of the potential working hours band width to 7am to 7pm
- the removal of core hours
- an increase in the amount of flexi time allowed to be taken within a settlement period, to 2 full days or 4 half days (pro-rata for part time employees).

Term time arrangements

Existing working arrangements will continue to apply but the pay will be equated over 12 equal monthly payments, with salary calculated pro rata to the hours and weeks actually worked, allowing for standard holiday entitlements to be put in place.

36.25 hours working week

A standard working week of 37 hours will apply and the arrangements that applied to certain employees to work only 36.25 hours will cease from April 2010.

Job Share

Job Share arrangements will cease to apply wef April 2010 and will be replaced by part time working. Those on job share will be considered to be part time. Their hours of work will be unchanged.

Managers should:

- Ensure you are familiar with the revised flexible hours working scheme and the opportunities for flexible working that are available. As good practice you will need to agree with your team appropriate arrangements for meeting operational requirements and cover during working hours.
- Ensure employees adopt the changed arrangements from the 36.25 to 37 hour working week

Work recording arrangements

The Authority is committed to the principle of simplifying and automating its work recording arrangements for all work groups. Employees and their representatives will be consulted separately on associated proposals as they are developed.

There are no proposed changes to individual work pattern(s) that are conditional to acceptance of these new contract arrangements.

Notice periods

Grades

1 to 9	1 month
10 to 13	2 months
14 and above	3 months

Employer notice periods remain unchanged.