

Terms and Conditions

What terms and conditions of employment will be issued?

Derbyshire County Council will from 1 April 2010 have a revised set of terms and conditions for employees (excluding Teachers, schools employed employees and other groups who fall outside of the agreement), called the "Derbyshire Package". The package has been put together by the Council in consultation with relevant Trade Unions. The Single Status Booklet issued with your letter details the changes to existing terms and conditions of employment only. Others remain unchanged.

Will my working hours have to change?

No, changes to individual working patterns are not part of the Single Status implementation arrangements.

The new contractual arrangements proposed will include a simplification of contract arrangements into two basic categories, i.e.

- Monday – Friday workers; or
- Flexible 5 in 7 (or combination thereof) day workers

Further details of related criteria are as set out in the Single Status Booklet.

I currently receive a shift allowance, will this remain the same?

Under the Derbyshire Package arrangements a single unsocial hours enhanced rate is being introduced for both Monday – Friday and flexible 5 in 7 day workers. This will result in a change to existing entitlements including the adjustment of some allowances and removal of others.

Are there plans to remove the 36¼ hours working week?

Under Single Status the standard working week will be 37 hours for all groups covered and 36¼ working hours will no longer apply.

How will I be affected if I am on maternity leave?

Single Status will apply to you and your job and you will be assimilated to a new grade. The review of allowances payable under the Derbyshire Package will not result in any adjustment to maternity arrangements.

How will I be affected if I am off work on sick leave?

Single Status will apply and you will be assimilated to a new grade. All sick leave will from 1 April 2010, be paid at plain time rates.

I am currently off work on unpaid leave, how will this affect me?

The new rates of pay and associated allowances will be applied from 1 April 2010. Please see the details in the Single Status Booklet issued with your letter, to understand how unpaid leave arrangements are affected.

As I only work at weekends, will Single Status affect my enhanced rates?

The Derbyshire Package includes a review of the rates of pay that apply in respect of unsocial hours (e.g. bank holidays, nights and other unsocial shifts) and weekend working. Current arrangements vary substantially across different occupational groups and the new provisions will standardise and apply rates consistently across all employee groups.

If I am on band 14 or above, will I be able to claim TOIL if I am required to work evenings or weekends?

It will depend upon what is agreed with the line manager in advance of the work being undertaken and will be influenced by the level of hours involved. The Derbyshire Package does not prohibit the taking of TOIL at this level on a plain time basis, but it needs to be considered in the context of the new flexi-time scheme which will be available.

What about TOIL if I am below band 14?

If you work over and above 37 hours, or outside of 7am to 7pm, the payment arrangements to apply, including TOIL, should be agreed with the appropriate manager in advance of undertaking the work.

If I do extra hours in March will I get paid in April at the 'new' rate or 'old' rate because of the implementation date?

The rate paid will be the rate that applied when the hours were worked.

What is the Effect on Pension Benefits?

Benefits in the Local Government Pension Scheme (the Scheme) are calculated on a member's "final pay" and period of membership in the Scheme. "Final pay" is the pensionable pay in:

- either the year ending on the day an employee stops being an active member or,
- if it would produce a higher figure, either of the two years immediately before that.

In certain circumstances it is possible to protect pension benefits where there has been a reduction in pensionable pay within 10 years of retirement. It is expected that

the Scheme will be changed so that this provision will apply where there has been a reduction in pensionable pay due to Single Status or as a result of a job evaluation exercise.

The calculation is made by taking the highest three consecutive years pensionable pay (ending 31 March) within the last 10 years of Scheme membership, and dividing this by three. The figure is increased for rises in the Retail Price Index (RPI).

Where a Scheme member does not benefit from the above protection, they can opt out of the Scheme to preserve their benefits on higher pay and rejoin from the next pay period. Anyone considering opting out of the Scheme should read the factsheet, "*Reductions in Pensionable Pay*" before making their decision.

There is more information including examples of how final pay is calculated in the factsheet, "*Reductions in Pensionable Pay*". This is available on the pensions section on the Council's website at www.derbyshire.gov.uk/working_for_us/pensions Alternatively, a copy can be obtained from *Call Derbyshire* on 08 456 058 058.

I work term time only and a standard pattern of working, what if I find it difficult to make medical appointments outside of my working pattern?

The basic expectation is the same for all employees i.e. you should try and arrange outside of working time. It is however acknowledged that this is not always possible either because of surgery times or treatment appointments are often fixed anyway. You should therefore agree time off with your line manager for appointments that have to take place during working hours.

If you have further questions please contact the SSC Helpline on

Internal : extension 35525

External : 01629 535525

Email : single.status@derbyshire.gov.uk