

Variation to contract letters

I believe I should have received a letter and I haven't.

This could be for a number of reasons:

- please ensure you are within the scope of Single Status as some groups are not or are not affected in this phase of the implementation – these include teachers, Soulbury, Youth and Community and some groups of staff employed directly within schools.
- the data checking process has identified an error in the letter and as a result it has not been sent. Amendments will be made and new letters will be issued
- we may have your address wrong – if you have reason to think this may be the case, eg if you have recently moved, please contact the helpline , extension 35525, 01629 535525 or email single.status@derbyshire.gov.uk,
- the letter may be held up in the post – if you don't receive it please contact the helpline.
- if you have left the County Council of your own accord you will not receive a letter

Will my manager give me my letter or will it come in the post?

Letters will be sent to home addresses by first class post and the intention is that all will be posted on the 16th November.

Will my letter come with other documents?

Yes. Details about the Single Status proposal and a Single Status Booklet, which provides details of the Derbyshire Package and the pay structure. A pre-paid addressed envelope will also be provided for you to return your acceptance slip. Other information including FAQs can be found on the website at www.derbyshire.gov.uk

Why have I received more than one letter?

You will normally receive only one letter in which any multiple jobs held that are covered by the new Single Status arrangements will be detailed.

I have just moved job within the County Council will my letter be for my new job or old one?

Your letter should relate to the job you are currently performing. If in doubt check with your manager.

Where I'm gaining on changes to terms and conditions, is this included in the figures shown in my letter?

No, the salary in your letter relates to basic pay only.

The job title on my letter is wrong – does this mean the information in my letter is wrong?

You will need to check with your manager who will be able to confirm which job you have been assessed against.

My name in the letter is spelt incorrectly what should I do?

You need to contact the Single Status helpline to let them know.

I have recently got married, you have addressed this letter in my maiden name. What do I need to do to get this corrected?

You need to contact the helpline to let them know. Show them a copy of your marriage certificate, or a copy of any deed poll documentation if you have done this.

I wish to revert to my maiden name but my letter is in my married name. Can I change this?

You need to contact the helpline to let them know.

The letter refers to my current post and I am currently on secondment, will I get information about my substantive post?

Your letter should refer to your substantive post and if your secondment is expected to extend beyond 31st March 2010 your secondment post also. Please contact your manager if in any doubt.

What happens if I do not return my variation to contract?

If you do not sign and return the contract variation, we will write to you again asking you to do so. If it is not returned by 31 December, the appropriate notice will be given to terminate your existing contract and at the same time offer re-engagement on the new terms and conditions.

When will new starters get their letters?

New starters will receive information about the implementation of Single Status and how it affects them during the recruitment process. Arrangements have been put in place to ensure that employees appointed during the implementation period are identified and issued with the appropriate documentation.

If you have further questions please contact the SSC Helpline on

Internal : extension 35525

External : 01629 535525

Email : single.status@derbyshire.gov.uk