

Single Status and Modernising Service Delivery

Harmonised Conditions of Service Package

1 November 2013

1.

Introduction

The following package of harmonised terms and conditions of service will supersede and replace the relevant provisions in Appendices 1, 2, 3 and 4 to Part 3 of the Red Book and all relevant existing local conditions, agreements and working practices with effect from 1 September 2010.

2.

Standard Rate (` Day Time `) Working Hours

2.1

The standard rate (` day time `) period during which employees will work their "standard" working hours (excepting approved overtime) without being entitled to premium payments will be from 6.00 a.m. to 10.00 p.m., Monday to Friday.

3.

Weekend Working

3.1

An employee required to work their "standard" hours (excepting approved overtime) on Saturday or Sunday within the standard rate working hour period (6.00 a.m. to 10.00 p.m.) will be paid enhanced rates for such hours at time and a half.

3.2 An employee required to work their "standard" hours (excepting approved overtime) on Saturday and Sunday outwith the standard rate working hour period (6.00 a.m. to 10.00 p.m.) will be paid enhanced rates at time and a five sixths for the following periods:-

- between midnight on Friday and 6.00 a.m. on Saturday
- between 10.00 p.m. on Saturday and 6.00 a.m. on Sunday
- between 10.00 p.m. on Sunday and midnight on Sunday

4. Shift Working

4.1 The current schemes for payment for alternating and rotating shifts will cease.

5. Irregular Hours / Unsocial Hours

5.1 The current payments will cease. See Night Time Working section below.

6. Night Time Working

6.1 An employee required to work their ` standard ` hours in the period 10.00 p.m. to 6.00 a.m. the following day shall be paid a supplement of one third of the hourly rate for all hours worked during that period.

7. Overtime

7.1 See attached amended Overtime Policy.

8. Public Holidays

8.1 14 public holidays (pro rata for part-time employees will be granted as holidays with pay in the leave year. 7 of these holidays will be fixed (2 at Christmas, 2 at New Year, 2 at Easter and 1 at May Day) with the remaining 7 holidays being 'floaters' which will be added to annual leave entitlement.

This agreement does not preclude the continuation of the current arrangement whereby some employees receive 10 fixed days and 4 "floaters". Separate discussions/negotiations would take place with the trade unions should there be future proposals to change these current arrangements whereby some offices/units are closed between Christmas and New Year.

8.2 Employees required to work on a fixed public holiday as part of their normal working week will be entitled to the equivalent of double time plus a day off in lieu or the equivalent of triple time with no day off in lieu.

8.3 All personal preservations in respect of public holidays in excess of 14 days will be removed.

9. Annual Leave

9.1 The leave year will run from 1 February to 31 January for all employees. In exceptional circumstances a different leave year may be agreed for specified groups of employees if required by service delivery needs.

9.2 Annual leave entitlement will be 20 days per annum rising to 25 days after 5 years continuous service (pro rata for part-time employees) (see Section 7 of Red Book for further details).

9.3 All personal preservations in respect of annual leave in excess of 25 days, will be removed.

10. Monthly Pay

10.1 All weekly, fortnightly and 4 weekly paid employees will move to monthly pay on a phased basis and payments will be staggered throughout the month eg. end of the month, mid month etc. Transitional arrangements will be put in place to assist this move. The timetable for moving employees from their current payment arrangements will be subject to further discussions with the trade unions.

11. First Aid Payments (Updated wef 1 October 2010)

11.1 A first aid payment of £362.34 per annum (wef 1/10/10) will be made to those employees who are requested by their Service Director to undertake first aider duties having completed the appropriate training course. The payment will not be made where a first aid qualification is a requirement of the job eg. Leisure Attendants.

12. Standby Scheme

12.1 The existing schemes will be removed and replaced by one scheme (see attached).

13. Availability/Responsibility Scheme

13.1 This local scheme will be removed and an assessment made as to the requirement or otherwise for current recipients of this allowance to receive a standby allowance as per 12 above.

14. Qualification Payments

14.1 The current scheme whereby employees may be entitled to a payment of £200 on completion of an approved qualification will be removed.

15. Travel and Subsistence Scheme

15.1 The existing scheme will be replaced by one harmonised scheme (see attached).

16. Telephone Allowance

16.1 The existing scheme will be removed and mobile phones used in appropriate cases.

17. Sleeping In Allowance (Updated wef 1 April 2013)

17.1 Current arrangements will be reviewed in consultation with the Directors of Education, Culture & Sport and Social Work with the aim of phasing out, wherever possible, the requirement for residential staff to undertake sleeping in duty. In the interim the current allowance of £33.86 per night will be continued.

18. Employees Temporarily Undertaking Higher Duties

18.1 See attached revised scheme.