



# Single Status and Modernising Service Delivery

## Harmonised Conditions of Service Package

The following package of harmonised terms and conditions of service supersedes and replaces the relevant provisions in Appendices 1, 2, 3 and 4 to Part 3 of the Red Book and all prior relevant local conditions, agreements and working.

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## **Working Hours and Enhanced Hourly Rates**

### **Standard Rate ('Day Time') Working Hours**

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

### **Weekend Working**

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

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

- between midnight on Friday and 6.00am on Saturday
- between 10.00pm on Saturday and 6.00am on Sunday
- between 10.00pm on Sunday and midnight on Sunday

### **Night Time Working**

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

### **Overtime Scheme**

The scheme on Overtime Working will apply to all employees whose conditions of service are governed by the JNC for Chief Officials of Local Authorities (Scotland) and the Scottish Joint Council (SJC) for Local Government Employees. For more information view the Scheme [here](#).

For more information on working hours and enhanced hourly rates please view the following documents:

[Hierarchy of Enhanced Hourly Rates](#)

[Working Time Calendar](#)

## **Leave**

### **Public Holidays**

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.

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

### **Annual Leave**

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.

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

### **Special Leave**

There are occasions when employees may be looking for additional leave to cover events such as bereavement, public duties, jury service, etc. For more information please view the related document [here](#) and the [special leave summary here](#).

### **Ordinary Parental Leave and Time Off for Dependants**

Parental leave and time off for dependants is available to eligible employees who are concerned with the care of dependants. For more information please view the related document [here](#).

### **Time off for Trade Union Duties**

The Council will have due regard to the prevailing Acas (Advisory, Conciliation and Arbitration Service) Code of Practice on time off for trade union duties and activities for employees who are members of trade unions recognised by the Council and employees who act as officials of such recognised trade unions. Generally, time off with pay will be granted only to officers exercising duties as officials of the recognised trade unions, and not for participation in trade union activities.

Please find link to the Code of Practice:

<http://www.acas.co.uk/CHttpHandler.ashx?id=274&p=0>

## **First Aid Payments (Updated wef 1 April 2014)**

A first aid payment of £365.96 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 e.g. Leisure Attendant

## **Standby Scheme**

The nature of the appointment of certain employees makes it necessary for them to be prepared to carry out standby duties. Such employees will therefore, be contractually required to undertake standby duty if so requested by the Council and to carry out emergency work as and when the need arises. Standby duties to specific rostered arrangements whereby employees are under an obligation outside their normal working hours (including Saturdays, Sundays and Public Holidays) to remain on call, to be available to be consulted and if necessary to be called out for emergency duty.

Employees whose posts are not graded above HC11 and who are required to undertake standby duty shall be paid on the following sessional basis to cover the duties and responsibilities involved. Where the occupied time during a standby session spent on telephone calls, and/or call out, and for documentation is 10% or less:

- £28.49 per session (updated wef 1 April 2017)

Where the occupied time during a standby session is longer than 10% of a session, such additional time will be paid at the appropriate overtime rate (see **Overtime Policy**). Each session will stand on its own for calculation purposes. Extra time of less than half an hour in any day shall not count for overtime. **Only complete half hours will be paid.** For more information please view the related document [here](#).

## **Travel and Subsistence Scheme**

This revised scheme supersedes and replaces all existing local arrangements and ensures that the Council complies with HMRC guidance and provides one harmonised scheme for all employees covered by the SJC for Local Government Employees and JNC for Chief Officials of Local Authorities (Scotland). For more information please view the related document [here](#).

## **Employees Temporarily Undertaking Higher Duties**

Where, for reasons **other than** absence on normal holiday, an employee is directed, for a continuous period exceeding four weeks, to temporarily undertake either in whole or in part the duties of a post, the grade of which is higher than the employee's own grade, the Council shall grant any such employee an acting up allowance, determined with regard to (a) the salary scale for the higher post, (b) the extent of the additional duties and responsibilities expressed as a percentage; and (c) the period for which these are undertaken.

Once the qualifying period of four weeks has been satisfied, the allowance will be paid with effect from the day on which the employee was required to undertake the duties of the higher post.

In exceptional circumstances, where supervisory arrangements have to be put in place immediately for operational/ service delivery reasons and an employee is required to undertake the full responsibilities of the higher grade post, the employee will be paid the rate of pay for the higher graded post after 1 day. Such arrangements will require the specific approval of the Service Director in consultation with the Head of People and Transformation. For more information please view the related document [here](#).

## **Sleeping in Allowance (Updated wef 1 April 2017)**

Current arrangements will be reviewed in consultation with the Directors of Care and Learning 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 £35.41 per night will be continued.

## **Pay and Grading Structure**

For information view the [Pay and Grading Structure 2017-18](#)

## **Childcare Vouchers**

Childcare vouchers are a Government scheme aimed at helping working parents to afford quality childcare. Each parent who takes part in the scheme can save over £900 a year on the cost of childcare. KiddiVouchers is an independent company which The Highland Council has appointed to run its childcare voucher scheme. For

more information please view the following related document [Kiddivouchers scheme](#) and visit the Kiddivouchers website: [www.kiddivouchers.com](http://www.kiddivouchers.com)

## Statutory Sick Pay and Sickness Allowance

Employees who are absent due to illness will normally receive "sick pay" or a "sickness allowance" made up of two parts, subject to satisfying certain criteria.

The first part is Statutory Sick Pay (SSP). The second part is sickness allowance (commonly known as sick pay or occupational sick pay) from the Council. Some employees may not receive SSP; they may, however, be entitled to State Benefit. Entitlement to sickness allowance depends on the employee's length of continuous service.

<b>Continuous Service at Commencement of sickness absence</b>	<b>Full Allowance for</b>	<b>Half Allowance for</b>
<b>Less than 26 weeks</b>	Zero weeks	Zero weeks
<b>26 weeks but less than 1 year</b>	5 weeks	5 weeks
<b>1 year but less than 2 years</b>	9 weeks	9 weeks
<b>2 years but less than 3 years</b>	18 weeks	18 weeks
<b>3 years but less than 5 years</b>	22 weeks	22 weeks
<b>5 years or more</b>	26 weeks	26 weeks

Sickness absence is calculated on the basis of a rolling 12 month period.

Sick pay over and above SSP is at the Council's discretion and employees may be excluded from receiving sickness allowance.

An employee is not entitled to receive sick pay if he/she:

- has less than 26 weeks continuous local government service
- goes sick during a work stoppage due to a trade union dispute unless he/she has not taken part in the trade union dispute and has no direct interest in it
- has exhausted their sick pay entitlement
- on first day of sickness is in legal custody, or subsequently taken into legal custody
- is on maternity leave
- terminates their contract or their contract of employment is terminated by the Council

## **Employment Release Scheme**

The Council has an Employment Release Scheme to depart early from the Council's employment should this be in the interests of the Council. For more information please view the related document [here](#).

## **Employee Death in Service**

For information on the procedure to be adopted when an employee dies in Service please view the related document [here](#).

## **Adverse Weather**

For guidance to ensure consistency of application across the Council please view the related document [here](#).

## **Long Service Award**

The Highland Council will make a long service award to a member of staff, whether full or part-time who, at the date of retirement from the service of the Highland Council will have the requisite continuous service with the Highland Council, and its predecessor local authorities within the boundary of the Highland Council area.

Service with associated public bodies or local authorities' outwith the Highland Council boundary will not count towards continuous service for the purpose of this scheme. For more information please view the related document [here](#).

## **Relocation and Removal Scheme**

This Scheme details the financial assistance available to eligible employees who are required to move home in order to take up an appointment with the Council. It addresses relocation, removals, temporary accommodation and allowances. For more information please view the related document [here](#).



## **Employee Emergency Contact Form**

Please download the form [here](#).

## **Indemnity for Employees**

The Council has agreed that in recognition of the potential exposure of staff to claims by third parties and to claims from the Council as their employers, that it will grant staff an indemnity, as part of their contracts of employment, against liability arising in the course of employment. For more information please view the related document [here](#).

## **Personal Accident Insurance Scheme**

Highland Council staff shall be covered by a Personal Accident Insurance Scheme. For more information please view the related document [here](#).

## **Political Activity**

Certain posts within the Council are designated as Politically Restricted Posts in terms of the Local Government and Housing Act 1989, as amended by the Local Governance (Scotland) Act 2004, and by the Local Government Officers (Political Restrictions) Regulations 1990. This means that postholders in such posts are prevented from becoming or remaining a member of a local authority or from engaging in any political activity. For more information please view the related document [here](#).

## **Private Use of Council Vans**

For information please view the related document [here](#).