PAY AND CONDITIONS OF EMPLOYMENT
EMPLOYEE HANDBOOK

Covers:

- Our Strategy
- Principles
- Pay and grading
- Reward
- Pay enhancements
- Allowances
- Working Time
- Leave
- Miscellaneous
- Menu of benefits
1. **Our Strategy**

**Our vision**
The RBWM local pay and conditions of employment seek to meet the needs of a flexible organisation in a way that is sustainable, supports achievement of organisational goals, is fair and transparent and, most of all, affordable.

**Our objectives**
- Recruit and retain employees in a changing market
- Employees feel, and are, valued and rewarded appropriately
- High performers are rewarded for their achievements
- Employees have choice over the benefits they receive
- Pay and conditions are fair and transparent
- They can be financed
- They support corporate objectives
- They are easy to administer

**Our guiding principles**
The principles that underpin the strategy:
- Fairness and transparency
- Affordability
- Reward for achievement
- Trade Union contribution
- Acknowledgement that we live in a world where delivery of service is expected 24 hours a day, 365 days per year
- Understand that individuals value different rewards
- Importance of soft/non-cash as well as cash rewards

This handbook, together with your contract of employment, forms your main terms and conditions of employment.

2. **Principles**

**Employees covered by these conditions**
All employees in the following groups:
- Grades 1-13
- Educational Psychologists
- Educational Improvement Professionals (Advisors and Consultants)
- Youth & Community Workers
- Heads of Service
- Directors
- Managing Director

This excludes:
- All school based support staff
• All teachers

Equalities

Employees will be afforded equal opportunities in employment irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, parental status, caring responsibilities and hours of work irrespective of employment status e.g. permanent, fixed term or temporary.

RBWM will seek to ensure that any discriminatory practices are identified and removed and that non-discriminatory practices are operated in all areas of employment including recruitment, training and promotion. Lawful positive action initiatives may be taken to achieve and maintain a representative workforce.

Conduct

Official conduct

Employees are required to maintain conduct of the highest standard such that public confidence in their integrity is sustained. For further information refer to Code of Conduct and Private work and conduct

Contravention of these policies may result in dismissal.

Duty of Confidentiality

During the period of (and after the cessation of your employment by and/or work for the Council), you have a duty of confidentiality with regard to any information with which you may be provided or to which you may have had access, whether that information has come into your possession or knowledge by authorised, accidental or unauthorised means.

This means that you cannot use for your own (or any other third parties’) benefit or pass onto any another person or party, without obtaining express prior permission, any confidential Council information that you receive. This duty of confidentiality lasts until the information is put into the public domain by an authorised representative of the Council.

People employed by or working for the Council in whatever capacity may have access to confidential information by virtue of their responsibilities or by being in an open-plan environment: however inadvertently, they may overhear, have sight of or obtain possession or knowledge of confidential information.

The Council has policies and guidelines relating to Information Security, Data Protection and other legislation relating to personal and/or other data with which you are required to comply. These may be found on the Council’s website or on the Council’s Intranet. They are available on request. You are required to take responsibility for understanding these policies in an appropriate way to ensure that you protect personal information and Council equipment.
The Information Security Policy defines the approach the Council will take to defining the status of information. In many cases it will be obvious what information is confidential: this could include personal information relating to staff, candidates, consultants or contractors.

Nothing in this duty should be seen to restrict the provisions of the Public Interest Disclosure Act 1998, which is reflected in the Council's Raising Concerns at Work policy or the Freedom of Information Act 2000.

Any breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure.

For those employed in HR and Payroll only

The Council holds personal information about staff electronically and on their personal files which is used for purposes in connection with their employment. It is necessary that HR and Payroll personnel, whether direct employees, self-employed consultants, contractors, temporary/fixed-term staff - whether directly-employed or employed by an agency - volunteers or interns work within this requirement as and when necessary.

For further information refer to Security

**Training and development**

RBWM supports training and development to meet our corporate needs and those of our employees identified through our appraisal scheme.

**Health, safety and welfare**

RBWM acknowledges its duty to comply with the law regarding health, safety and welfare of our employees including the conditions under which they work and the provision and maintenance of necessary protective clothing.

All RBWM employees have a duty to take care of themselves and others affected by their activities at work and to co-operate with RBWM's actions taken to meet our duties under the relevant legislation.

**Part time employees**

Part time employees shall have applied to them the pay and conditions of service pro-rata to comparable full time employees except for:

Training and development - where part time employees should have access equal to that of full time employees and when on training courses outside their contracted daily hours shall be paid on the same basis as full time employees.

**Fixed term and Temporary Employees**

Fixed term and temporary employees shall receive pay and conditions of service equivalent to that of permanent employees.
Normal pay

Normal pay is defined as basic salary plus any payments that are contractual but not payments subject to performance criteria.

Continuity of service

For the purposes of entitlements regarding the occupational sickness scheme, the occupational maternity/paternity/adoption schemes and redundancy pay, continuous service will include continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) applies. *

Where an employee returns to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependants he or she will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break in service does not exceed eight years and that no permanent paid full time employment has intervened.

Where an employee is transferred to an organisation not covered by the Redundancy Payments (Continuity of Employment in Local Government etc) (Modification) Order 1999, continuity of service is protected under the TUPE Regulations where there is a TUPE transfer. However, if that employee returns voluntarily to local government service continuity is broken. Where an employee returns in such circumstances, without a break between employments, all previous continuous service will be recognised for the purposes of calculation of entitlements to occupational maternity/paternity/adoption leave/pay and occupational sick pay. This is subject to the return to service being within five years of the original transfer.

* Where more than one post is held, the actual start date for any subsequent post(s) will be used for the purposes of redundancy and associated statutory notice in relation to that post.

Relevant documents

For further information on all associated HR policies and procedures refer to HR on hyper wave

You are required to make yourself familiar with these policies and to comply with them during your employment. The Council keeps these policies under review and will amend and update them from time to time.

There will be other policies and procedures relevant to your service area, which will be explained to you as part of your induction process.

Consultation and negotiation

Pay, except for those otherwise indicated, is determined in accordance with the RBWM Local Pay Framework. For further information refer to
Local pay framework

Where changes to the content of this Handbook are proposed RBWM will provide its recognised trade unions with the opportunity to participate in consultation on any proposed changes.

RBWM currently recognises the following Trade Unions for the purposes of consultation:

- GMB
- Unison

3. Pay and grading

Job evaluation

RBWM has adopted a locally agreed Job Evaluation Scheme, which is fair, non-discriminatory and complies with equal pay legislation. The scheme is applied to:

- Grades 1-13
- Heads of Service

Grading structure

<table>
<thead>
<tr>
<th>Grade</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>Incremental</td>
</tr>
<tr>
<td>Grade 2</td>
<td>Incremental</td>
</tr>
<tr>
<td>Grade 3</td>
<td>Incremental</td>
</tr>
<tr>
<td>Grade 4</td>
<td>Incremental</td>
</tr>
<tr>
<td>Grade 5</td>
<td>Incremental</td>
</tr>
<tr>
<td>Grade 6</td>
<td>Spot salary within a range*</td>
</tr>
<tr>
<td>Grade 7</td>
<td>Spot salary within a range*</td>
</tr>
<tr>
<td>Grade 8</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Grade 9</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Grade 10</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Grade 11</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Grade 12</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Grade 13</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>HOS</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Directors</td>
<td>Spot salary within a range</td>
</tr>
<tr>
<td>Managing Director</td>
<td>Spot salary within a range</td>
</tr>
</tbody>
</table>

For further information on current pay scales refer to hyper wave.

*If in post pre 1/4/14 these grades are incremental.

There are separate pay scales for:

- Educational Psychologists
- Educational Improvement Professionals (Advisors and Consultants)
Youth & Community Workers
For further information refer to Educational Psychologists and Improvement Professionals and Y&C pay scales. These scales are not included in the Local Pay Framework.

Pay determination

Annual review of salary ranges
The annual review of salaries is undertaken in accordance with the Local Pay Framework agreement, except for Youth & Community Workers, Educational Psychologists and Educational Improvement Professionals.

Incremental progression
For grades 1-5 incremental progression is subject to performance criteria as set out in the Pay Reward Scheme – see section 4.

For Youth and Community Workers, subject to satisfactory performance and being in post on 1 October the preceding year, one increment is payable on 1 April annually until the maximum of the grade is reached. Any employee with less than six months service on 1 April, (2 October to 31 March) will qualify for an increment on satisfactory completion of six months service.

For Educational Psychologists and Education Improvement Professionals, the incremental progression date is 1 September. These posts are also eligible for additional increments through the Structured Professional Assessment (SPA) scheme.

Your salary will be paid on 25 of the month or the previous working day where the 25 falls at the weekend or a bank holiday.

RBWM is entitled to recover from you, by way of deduction from salary, any overpayment of salary / expenses and any amounts that you owe to RBWM.

4. Reward

Pay Reward Scheme

With effect from 1 April 2014, the council introduced a pay reward scheme to link pay progression to performance and to reward high performance. Pay progression for incremental grades and spot salary grades is subject to meeting certain criteria including a specified minimum appraisal rating. Staff who achieve an appraisal rating of ‘excellent’ or outstanding’ may receive additional pay. For full details refer to the Pay Reward Scheme on hyperwave.

Honorarium scheme

All staff, including the Managing Director may be awarded an honoraria payment to recognise:

- A one-off exceptional work activity
• Dealing with a specific critical and unforeseen situation

• Producing an innovative idea, defined as the process by which an idea or invention is translated into a service which is valuable to residents. To be called an innovation, the idea must be replicable at an economical cost and must satisfy a specific need.

For further information refer to the Honorarium scheme

5. Pay Enhancements for additional hours worked

Occasional (Non contractual) overtime
You may be required to work overtime when necessary to meet the requirements of the service.

Employees up to and including Grade 7 are paid up to 37 hours at plain rate, after 37 hours have been worked in a one week period, time and one half Monday to Saturday, double time on Sunday and Bank Holidays is payable. Overtime payments are only made when agreed by the relevant budget holder in advance of the additional hours being worked and must be closely monitored. Wherever possible flexible working options must be explored before overtime is authorised.

For Senior Managers Bands and Grade 8 and above, no overtime payments are payable, although it is expected that employees at these levels may need to work additional hours. Flexible working options should be used in the first instance. There is an exception to this for the following service areas:

• ICT
• Front of House
• Building Services

There may be occasions when managers work regular additional hours e.g. to cover absence or projects, in these cases an honoraria payment may be made.

For further information refer to

Pay and Benefits Policy (to be updated in due course)

Regular contractual overtime
Employees who are required to work additional hours (over 37 per week) on a regular basis may be paid overtime as part of their contract, at the same rates as above.

Sleeping in allowance
Employees required to sleep in on the premises receive an allowance per sleep in shift. This covers the requirement to sleep in and up to 30 minutes call out per night, after which overtime hours provisions apply. Refer to allowances
Salary scales and allowances

Stand by and call out payments

Standby and call out payment amounts are published on hyper wave:

- Stay close/close by/able to drive if called out: fixed amount per week
- Answer calls/make calls: fixed amount per week
- Critical specialist/permanent standby: fixed amount per annum
- Casual on call: fixed amount per annum

Employees and managers (Grade 8 and above) who are called out or carry out work when on stand by will receive the same rate of pay as overtime rates.

The minimum payment for a call out is 2 hours.

Pay Enhancements for working unsocial hours

Payments are made to eligible employees working unsocial hours including weekends and nights.

For weekend working as part of normal working week the following enhancements apply to qualifying posts:

Saturday – additional half time
Sunday – additional half time (above scp 11), double time (below scp 11)

For night work as part of normal working week for all hours between 10pm and 6pm, an additional one third enhancement is paid.

Pay enhancements for bank, statutory and public holiday working

In addition to normal pay for the day, single time for all hours worked plus time off with pay at a later date for eligible employees as follows:

Worked less than half the normal working hours on the day – a half day
Worked more than half the normal working hours on the day – a full day

6. Allowances

Car allowances & mileage rates

Where an employee is authorised to use a private car on official business, the employee will receive an allowance per mile in accordance with the HMRC approved rates. Any vehicle used must be taxed and insured for business use.

A car supplement is payable to eligible posts in the Short Term Support and Rehabilitation service provided that they meet the mileage criteria of 3,500 per year.

Where it is a condition of your employment that you have a current driving licence you may be required to undertake an assessment of your driving competence and/or attend a medical examination as and when required.
For further information refer to Pay and Benefits Policy and Expenses Policy

**Shift allowance**

Some posts attract a shift payment to reflect the varying nature of the shift work required by the post in the following teams:

- Parking operations
- Control Room
- Cash collectors

For further information refer to allowances

**First aid allowance**

An allowance is payable to designated First Aiders, pro rata for part time employees, paid monthly for as long as they hold valid First Aid at Work Certificate. No allowance is payable to employees whose job requires them to act as first aiders as part of their duties. Designated First Aiders are expected to perform first aid duties and procedures at any time whilst at work.

The current allowance is published on hyper wave and reviewed periodically.

**Reimbursement of expenditure**

Employees who incur additional expense in the course of their work in respect of travel, meals or overnight accommodation will be reimbursed approved expenses, subject to appropriate evidence of expenditure being produced. Refer to hyper wave for the Expenses policy.

Where an RBWM requires an employee to possess a Heavy Goods Vehicle, Passenger Service Vehicle and/or other special driving licence, RBWM will pay the renewal costs.

One professional subscription is paid by RBWM where it is a requirement of the job to hold a relevant professional qualification in accordance with the HMRC approved list.

For further information refer to Expenses Policy

**7. Working time**

**Working time & arrangements**

The standard working week for full time employees is 37 hours. The normal working year is calculated using 52.143 weeks. Pro-rata principles apply to employees who work fewer hours per week or fewer weeks per year.

Individual working patterns are agreed with management and may include work at weekends, on Public and Bank Holidays and in the evening or nights as required by the service.
Flexible working
RBWM operates a flexible working policy and considers applications from all employees for flexible working arrangements.

Some service areas operate flexitime, which will be agreed locally.

For further information refer to Flexible working policy

Childcare and dependants
RBWM will take reasonable steps to provide employees with responsibilities for children and dependants appropriate support.

For further information refer to:
- Flexible Retirement Policy
- Maternity, Paternity & Adoption Leave
- Life Choices
- Support for working carers
- Benefits

8. Leave

Public holidays
Employees shall, irrespective of length of service be entitled to a holiday with a normal day’s pay for each of the bank, extra statutory and public holidays. Employees will normally be able to take the time off as the holidays occur, however if the employee carries out their duties on bank or public holidays, they will be given compensatory time off at the earliest opportunity.

Annual leave
Employees are entitled to 28 days annual leave. This is based on a full time employee working a 5 day working week. For alternative working patterns an equivalent leave entitlement is calculated.

The exception to this is Youth & Community Workers who receive 30 days, rising to 35 after 5 years continuous service.

RBWM operates individualised leave years. Annual leave year commences on the day on which employment with the Authority commences. The annual leave entitlement of employees leaving the authority is proportionate to their completed service during the leave year.

Part time employee entitlement is calculated in hours and takes into account a proportional entitlement for bank, extra statutory and public holidays. Many places of work are closed on bank holidays. If a bank holiday is a normal working day for the employee and they do not work on that day, the hours that the employee would have normally worked must be taken as leave and logged on the leave card. Alternatively, it may be possible for the employee to work these hours (or some of them) at another time by agreement with their manager.
For further information refer to Part time annual leave

Arrangements are in place to enable eligible employees to buy, sell and bank annual leave.

For further information refer to Buying and selling annual leave

The taking of annual leave is subject to approval from the relevant service area. Local arrangements exist regarding periods of notice for taking annual leave.

For those employees who work Term Time Only, annual leave and public holiday entitlements are added to the number of weeks pay they receive. No annual leave may be taken during term time.

Public duties

Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties in line with RBWM policy. Where an allowance is claimable for loss of earnings the employee should claim and pay the allowance to the employing authority or the equivalent amount will be deducted from pay.

For further information refer to Time off for public duties

Maternity and adoption leave

Regardless of length of service, employees are entitled to 26 weeks’ ordinary maternity/adoption leave (OML/OAL) followed by 26 weeks’ additional maternity/adoption leave (AML/AAL), making a total of 52 weeks. Entitlement to occupational maternity/adoption pay is dependent upon the length of continuous local government service.

For further information refer to Maternity, Paternity & Adoption Leave

Paternity or maternity support leave

Paternity or maternity support leave of 10 days with pay shall be granted to the child’s father or the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth.

For further information refer to Maternity, Paternity & Adoption Leave

Parental leave

Subject to one year’s service, employees are entitled to parental leave in accordance with the Council’s policy.

For further information refer to Maternity, Paternity & Adoption Leave
Occasional sick pay

Under the provisions of the sick pay scheme, the following sick pay entitlements apply:

- **During 1<sup>st</sup> year of service**
  - 1 month at full pay and after completing 4 months service, two months at half pay

- **During 2<sup>nd</sup> year of service**
  - 2 months at full pay
  - 2 months half pay

- **During 3<sup>rd</sup> year of service**
  - 4 months at full pay
  - 4 months at half pay

- **During 4<sup>th</sup> and 5<sup>th</sup> years of service**
  - 5 months at full pay
  - 5 months at half pay

- **After 5 years’ service**
  - 6 months at full pay
  - 6 months at half pay

The period during which sick pay is paid and the rate of sick pay in respect of any period of absence are determined by the aggregate of the periods of paid sickness absence during the twelve months immediately preceding the first day of the current absence.

The Council has rules regarding the notification of sickness absence in order to qualify for sick pay.

For further information refer to Sickness absence

**Time off for medical screening/appointments**

Necessary paid time off is granted for the purpose of cancer screening.

Refer to the Flexible working policy for information on doctor, hospital and dental appointments.

**Special leave**

Additional leave with or without pay may be granted in special circumstances, such as for dependant care or compassionate leave. For further information refer to Paternity and Parental Leave and the Flexible working policy.

**9. Miscellaneous provisions**

**Flexibility**

Employees are expected to be flexible in the duties they carry out, to enable their service to be both efficient and productive and at the same time develop the individual employee.
In practice, this will at times require you to undertake tasks which are not prescribed within your main accountabilities but which are at a similar level and felt to be within your capabilities and commensurate with your skills and or potential.

The Council needs to ensure that the appropriate services are provided at the best value. Inevitably ongoing review will affect employees, their hours of work, their place of work and the roles they perform. You are required to be flexible in your approach to these matters and to accept changes that are reasonably required of you. Any changes would be subject to reasonable notice as dictated by the circumstances.

**Notice to terminate employment**

The minimum statutory notice period to which employees are entitled from the Council, subject to 4 weeks service, is 1 week (up to a maximum of 12 weeks) for each year of continuous local government service or their contractual notice, whichever is the greater.

You are required to give the following notice to terminate your employment:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1 - 5</td>
<td>1 month</td>
</tr>
<tr>
<td>Grade 6 - 10</td>
<td>2 months</td>
</tr>
<tr>
<td>Grade 11 - 13</td>
<td>3 months</td>
</tr>
<tr>
<td>HOS</td>
<td>4 months</td>
</tr>
<tr>
<td>Strategic Director</td>
<td>4 months</td>
</tr>
<tr>
<td>Managing Director</td>
<td>4 months</td>
</tr>
<tr>
<td>Y&amp;C Worker</td>
<td>2 months</td>
</tr>
<tr>
<td>Educational Psychologists and Improvement Officers</td>
<td>3 months</td>
</tr>
</tbody>
</table>

If notice of termination of this contract has been provided by either you or RBWM we may, at our discretion, require you not to attend work or make contact with work colleagues for the outstanding period (garden leave). However you will remain as an employee of RBWM and subject to all obligations as an employee. You shall not be permitted to commence other employment during this garden leave period.

**Payments to employees in the event of death or permanent disablement arising from assault**

Insurance provision in accordance with the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 is in place to compensate for the death or the permanent disablement of an employee resulting from violent or criminal assault during the course of or as a consequence of their employment.

**Personal information**

You are required to inform HR of any change to your home address or next of kin during your employment.
10. Menu of benefits

Flexible benefits

RBWM offers a range of non contractual flexible benefits to its employees. The Menu of Benefits enables employees to achieve a better work-life balance, increase the value of their take home pay through a number of salary sacrifice schemes and obtain discounted rates for a variety of goods and services.

For further information refer to Benefits

Pension

You will automatically become a member of the Local Government Pension Scheme (LGPS) if you have a contract of employment of at least 3 months duration and you are aged under 75 unless you specifically opt out of the scheme. You can opt out of the LGPS at any time and if you have less than 2 years membership and have not transferred previous pension rights into the scheme you will be allowed a refund of your contributions.

For further information refer to Pension scheme information and the Berkshire Pension Fund website - www.berkshirepensions.org.uk

RBWM applied the Pension Reform legislation on 1 May 2013 in relation to auto enrolment. For more information, refer to the Berkshire Pension Fund website or The Pensions Regulator

There is no normal retirement age from the Authority’s service. Therefore you will need to advise the Council of when you wish to take retirement.

There are changes to the LGPS effective from 1 April 2014 –

BPFS - LGPS 2014.htm

Employee parking

Parking is provided at RBWM offices or in RBWM car parks.

RBWM reserves the right to amend, vary or withdraw any of the current benefits it offers to its employees.