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Royal Borough of Windsor & Maidenhead

Pay and Conditions of Employment

Employee Handbook

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1 OUR STRATEGY

Our vision

1.1 The council's 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

1.2 In order to meet our vision, we have set the following objectives:

- Recruit and retain employees in a changing market.
- Employees feel, and are, valued and rewarded appropriately.
- Employees feel that the council cares and supports their wellbeing.
- Employees have choice over the benefits they access.
- Pay and conditions are fair and transparent.
- They can be financed.
- They support corporate objectives.
- They are easy to administer.

Our guiding principles

1.3 The principles that underpin the strategy:

- Fairness and transparency.
- Affordability.
- 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 rewards.

Our Values

1.4 In early 2023 we established a working group of volunteer staff from our employee forums to review our values and behaviours, to ensure that they reflect the work that we do on a day-to-day basis to support our residents, partners, and colleagues. As a result, the council's new values were launched in September 2023:

- Humility
- Empower
- Respect
- One Team

Further details can be found on the intranet*

*Accessible once you have started your employment

1.5 In April 2024 the council published its Council Plan 2024-2028 which sets out our objectives for the next four years.

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

1.7 The council declared a climate and environment emergency in June 2019 and an ambition for the borough to be net zero by 2050. The council has an environment and climate strategy which requires staff to play an active part to achieve the aims set out here, both to deliver the strategy and reduce their own environmental impact. We encourage you to read the Environment and Climate Strategy as well as the council's internal Energy and Water Strategy and please get in touch with the Sustainability team if you have any questions or suggestions.

1.8 Employee Forums. We have the following employee forums:

- Ambassadors
- Equality, Diversity, and Inclusion
- Menopause Advocates

They operate on the basis of employee volunteers and if you are interested in finding out more about these groups or becoming a member or if you have an idea for a new forum, contact staff.consultation@rbwm.gov.uk

Armed Forces Covenant

1.9 Since July 2020 the council has been a Gold Award holder for the Armed Forces covenant, for more information refer to the council's website.

2 PRINCIPLES

Employees covered by these conditions

2.1 All employees in the following groups:

- Grades 1-13.
- Assistant Directors.
- Directors/Deputy Directors.
- Executive Directors.
- Chief Executive.
- All professional roles under Adult Social Care Statutory Services.

This handbook excludes:

- All school-based support staff.
- All teachers.

Equality, diversity, and inclusion

2.2 We will work to integrate equality, diversity, and inclusion across all our activities and HR policies and practices. All employees will be treated with dignity and respect irrespective of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, parental status, caring responsibilities, care experienced and hours of work, or employment status e.g. permanent, fixed term or temporary. For further information, please refer to the council's Equality policy.

2.3 The council 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

2.4 Employees are required to maintain conduct of the highest standard such that public confidence in their integrity is sustained. There are a number of documents that you should refer to for further information:

- Code of conduct
- Private work and conduct policy
- Business dealings and declarations of interest policy
- Anti-fraud and corruption policy
- Anti bribery policy
- Anti-money laundering policy
- Case disposal including corporate prosecutions and sanctions policy
- Acquisition of communications data, use of covert surveillance and covert human intelligence sources
- Social media policy
- Dignity at work policy

2.5 Employees are expected to ensure they are aware of all council policies that relate to their employment, the current versions of which can be found in the HR section on the intranet. Breach of these policies may result in dismissal.

Duty of Confidentiality

2.6 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.

2.7 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.

2.8 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.

2.9 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 can

be found on the council's website You are required to take responsibility for understanding these policies in an appropriate way to ensure that you protect personal information and council equipment.

2.10 Various Information security policies define 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 and/or sensitive information relating to members of the public, employees, candidates, consultants, or contractors.

2.11 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.

2.12 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

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

Learning and development

2.14 The council supports learning and development to meet our corporate needs and those of our employees identified through our 1-1 performance management process. All employees are required to undertake mandatory training, which can be found on our online learning portal=.

Health, safety, and wellbeing

2.15 The council acknowledges its duty to comply with the law regarding the health, safety and wellbeing of our employees, including the conditions under which they work.

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

2.17 Information about the Health and Safety procedures in place at the council are available in the Health and Safety area on the intranet. In addition, service areas will have their own risk assessments for their specific areas of work activity, and these should be discussed as part of the local induction programme.

2.18 The council is also committed to supporting the wellbeing of our employees and has worked hard to develop and integrate wellbeing into our culture. Information on wellbeing is available on the Wellbeing and Benefits pages within the HR area on the intranet. The 1-2-1 process includes an opportunity to discuss wellbeing issues, and the Borough Bulletin contains a range of wellbeing related items. Services and teams are encouraged to discuss wellbeing on a regular basis. In May 2023 we launched our Working Well Charter which sets out protocols and behaviours that we hope will support good wellbeing in the workplace. Employees who require reasonable

adjustments, workplace support or other arrangements to help them undertake their role should discuss this with their line manager, who can advise on the appropriate support, policies and procedures available.

2.19 The Wellbeing page on the intranet also includes information on our Wellbeing Advocates , who are employees who volunteer to be available to talk to and support colleagues on a confidential basis. In addition, the council provides a confidential Employee Assistance Programme (EAP), delivered by an independent external provider. Staff can contact EAP for confidential advice, counselling and support services. Details of how to access the service can be found on the intranet or obtained from Human Resources.

Part time employees

2.20 Part time employees will receive pay and conditions of service on a pro-rata basis compared with comparable full-time employees. However, they will have equal access to training and development opportunities and will be paid on the same basis as comparable full-time employees when attending training outside their contracted hours.

Fixed term and temporary employees

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

Normal pay

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

Continuity of service

2.23 For the purposes of entitlements regarding 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.*

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

2.25 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. 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

2.26 For further information on all associated HR policies and procedures, refer to the HR section on the intranet.

2.27 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.

2.28 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

2.29 Pay, except for those otherwise indicated, is determined in accordance with the council's Local Pay Framework.

Trade Union Recognition

2.30 The council recognises GMB and UNISON for the purposes of collective consultation and negotiation and has formal recognition and facilities agreements in place with both Trade Unions. It also recognises the important role of Trade Union representatives and will provide appropriate time off and facilities in accordance with legal requirements and the relevant Recognition Agreements.

In addition, the council recognises every employee's right to join a Trade Union. Employees are protected by law when participating in lawful industrial action, and dismissal for taking part in such action may be automatically unfair.

3 ACCOUNTABILITIES

3.1 In addition to the responsibilities set out in the job descriptions for your role, you will also be required to comply with the following:

For all employees:

Corporate management

- Contribute to and support the council's vision and annual priorities in line with the constitution, statutory and financial regulations, contract rules and all approved council policies, procedures, and guidance.

Information governance compliance

- To comply with all Data Protection Acts and the Information Security policies.
- To comply with Freedom of Information Act 2000 and where applicable, the Environmental Information Regulations.
- To comply with the Information Governance policy and where applicable, Caldicott requirements.

Whistleblowing
- Maintain awareness of the council's whistleblowing policy and procedures.

Safeguarding
- Maintain awareness of the council's safeguarding responsibilities including action against child sexual exploitation.

Business continuity
- Maintain awareness of the business continuity plan for the relevant service area and co-operate in the event of the activation of the plan.

Project and work management
- To assist with project work as directed by senior colleagues.

Working in a team
- To contribute to effective collaboration and a positive and conducive team culture amongst colleagues.

Risk and issue management including Health and Safety
- To comply and work within the relevant legislative framework.
- To comply with Health and Safety policy and Statement of Intent.
- To respond to new Health and Safety guidance as and when required.

Equality, Diversity, and Inclusion
- Through personal example and action ensure that employees/teams/services operate within the council's Equality policy.
- To comply with the Public Sector Equality Duty.

Values
- To demonstrate our organisational values; displaying a commitment to them in all aspects of work.

For budget holders
- Manage allocated budgets in line with the council's financial and contract rules.

For all managers

Corporate management
- Ensure that the service operates within the Constitution, financial regulations, contract rules, and all approved council policies, procedures, and guidance.

Performance management
- Establish effective management arrangements, set, and review progress against objectives, deliver agreed targets, work in a corporate and collaborative manner, promote a strong customer focus, manage service budgets, and develop employees effectively.

Employee management

- Ensure the effective application of the council's policies for the recruitment, remuneration, training, development, and motivation of employees, together with the effective handling of employee relations and communications in order to deliver high quality services to residents.

Budget management

- Ensure that the budget and other resources available to the service are planned, controlled, and deployed effectively within the agreed service priorities in order to achieve best value.

Risk and issue management including Health and safety

- To ensure effective risk management control across the service area. Ensuring that appropriate action is taken to comply with council policies and legislation as well as Health and Safety policy and Statement of Intent

Business continuity

- Ensure business continuity plans are in place, tested and regularly updated for the service area. Ensure all staff are aware of their roles and responsibilities in the event of activation of the plan.

English language fluency requirement for public sector workers

- If your role has been identified as customer facing, where speaking to the public is a regular and intrinsic part of your role, this will have been identified in the person specification that forms part of your job descriptions.

4 PAY AND GRADING

Job evaluation

4.1 The council has adopted a locally agreed Job Evaluation Scheme, which is fair, non-discriminatory and complies with equal pay legislation. The scheme is applied to Grade 1-13.

Grading structure

Table 1

Grade	Type
Grade 1	Incremental
Grade 2	Single pay point
Grade 3	Incremental
Grade 4	Incremental
Grade 5	Incremental
Grade 6	Spot salary within a range
Grade 7	Spot salary within a range
Grade 8	Spot salary within a range
Grade 9	Spot salary within a range
Grade 10	Spot salary within a range
Grade 11	Spot salary within a range
Grade 12	Spot salary within a range
Grade 13	Spot salary within a range
Assistant Director	Spot salary within a range
Director/Deputy Director	Spot salary within a range
Executive Director	Spot salary within a range
Chief Executive	Spot salary within a range
Professional roles under Adult Social Care Statutory Services	Spot salary within a range*

* The Newly qualified Social Worker role within Adult Social Care Statutory Services is a set spot salary whilst in their (ASYE) Assisted Supported Year of Employment.

4.2 Refer to the intranet for further information on current pay scales for Grade 1- 13, professional roles under Adult Social Care Statutory Services, and Senior Management positions.

Pay determination

Annual review of salary ranges – pay award

4.3 The annual review of salaries for all employees is undertaken in accordance with the Local Pay, Terms and Conditions Framework agreement. Any increases to pay are agreed as part of the annual budget sign off process in February.

Pay (incremental) progression

4.4 For those employees on incremental grades, incremental progression is subject to satisfactory performance. Post holders must have been in post on the 1 October in the previous year to receive an increment from 1 April.

4.5 On the successful completion of their probation, new joiners post 1 October will receive an/increment on their six-month anniversary date.

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

4.7 Your monthly pay is calculated by dividing your annual salary by 12. You are paid for every calendar day of the month, therefore if you start or leave mid-month, your pay will be prorated based on your start or leaving date and the number of calendar days in that month. For new starters at the beginning of the month, if the 1st and/or 2nd day of the month fall on a weekend, the prorated salary will be calculated based on your first working day. For those leaving on a Friday and whose new employer is another local authority, to maintain continuity of local government service, payment will be calculated based on the Sunday or the Monday, where it is a bank holiday. For those leaving on a Friday and whose new employer is not another local authority, the final working day will be used to calculate that month's salary.

4.8 The council is entitled to recover from you, by way of deduction from salary, any overpayment of salary / expenses and any other amounts that you owe to the council.

5 PAY AWARD AND REWARD

Pay Award

5.1 Where members agree an annual pay award, it is applied with effect from 1 April.

Instant Reward scheme

5.2 All employees, including the Chief Executive, may be awarded a 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.
- Demonstrated exceptional customer care.
- Demonstrated exceptional examples of the council's Values.

For further information refer to the Instant Reward Scheme.

6 PAY ENHANCEMENTS FOR ADDITIONAL HOURS WORKED

Occasional (non contractual) overtime

6.1 You may be required to work overtime when necessary to meet the requirements of the service, which should be authorised in advance.

6.2 Employees up to and including Grade 7, excluding the professional roles under Adult Social Care Statutory Services, 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, unless the contract of employment states otherwise.

There are different local arrangements for 7-day services within Library and Resident Services and the Control Room. Details are contained within their contract of employment.

Overtime payments are only made when agreed by the relevant budget holder in conjunction with the Assistant Director and 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.

6.3 For Senior Managers and employees on Grade 8 and above, including the professional roles under Adult Social Care Statutory Services, no overtime payments are payable, although it is expected that employees at these levels may need to work additional hours. Time off in lieu is given for attendance at council meetings outside office 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
- Property Services.
- Superintendent Registrar

6.4 There may be occasions when managers work regular additional hours e.g. to cover absence or projects, in these cases an instant reward payment may be made. There will also be some occasions when staff at Grade 8 or above are involved in working significant extra hours to support work activities in the Borough such as royal/public events or emergency situations. The pay policy sets out the pay arrangements for these situations.

6.5 For further information refer to the Pay and Benefits Policy and Instant Reward Scheme documents on the intranet.

Regular contractual overtime

6.6 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.

Stand by and call out payments

6.7 Standby and call out payment amounts are set out in the Pay and Benefits policy:

- 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.

6.8 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.

6.9 The minimum payment for a call out is 2 hours.

Pay enhancements for bank, statutory and public holiday working.

6.10 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.

7 ALLOWANCES

Car mileage rates

7.1 Where an employee is authorised to use a private car on official business, the council will reimburse mileage in accordance with the HMRC approved rates. Any vehicle used must be taxed and insured for business use. Managers will monitor business mileage claims.

7.2 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.

7.3 For further information refer to the Pay and Benefits and Expenses policies on the intranet.

Shift allowance

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

- Control Room.

First aid allowance

7.5 An allowance is payable to designated First Aiders, pro rata for part time employees, paid monthly for as long as they hold relevant First Aid 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.

7.6 The current allowance is published on the intranet and reviewed periodically.

Reimbursement of expenditure

7.7 Employees who incur additional pre-authorised expenses 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.

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

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

7.10 For further information refer to the Expenses Policy.

8 WORKING TIME

Working time and arrangements

8.1 The standard working week for full time employees is 37 hours, unless otherwise specified in your contract of employment. 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.

8.2 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

8.3 The council operates a flexible working policy and considers applications from all employees for flexible working arrangements.

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

8.5 For further information refer to the Flexible Working Policy.

Childcare and dependants

8.6 The council will take reasonable steps to provide employees with responsibilities for children and dependents' appropriate support.

8.7 For further information refer to:

- Flexible Working Policy.
- Maternity, Paternity and Adoption Leave.
- Family leave includes leave for foster carers
- Support for working carers.
- Employee benefits.

9 LEAVE

Public holidays

9.1 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

9.2 Employees are entitled to 32 days annual leave. This is based on a full-time employee working a 5-day working week. All annual leave allowances are calculated in hours regardless of whether an employee works full time, part time or any other working pattern as 9-day fortnights.

9.3 The council operates individualised leave years. Your annual leave year commences on the day on which employment with the council commences. The annual leave entitlement of employees leaving the council is proportionate to their completed service during the leave year.

9.4 Part time employee entitlement is calculated in hours and takes into account a proportional entitlement for bank, extra statutory and public holidays. Many services do not operate 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 record. Alternatively, it may be possible for the employee to work these hours (or some of them) at another time by agreement with their manager.

9.5 Arrangements are in place to enable eligible employees to buy or carry-over annual leave annually, subject to service needs. For further information refer to the buying annual leave process available on intranet.

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

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

Public duties

9.8 Paid leave of absence will be granted for employees undertaking jury service or serving on public bodies or undertaking public duties in line with the council's 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.

9.9 For further information refer to the Time off for public duties guidance available on the intranet.

Maternity and adoption leave

9.10 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.

9.11 For further information refer to the maternity and adoption guidance.

Shared parental leave

9.12 There are arrangements for the sharing of leave during a baby's first year. For further information refer the Family leave guidance.

Paternity or maternity support leave

9.13 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 the Family leave guidance.

Parental leave

9.14 From Day 1, employees are entitled to parental leave in accordance with the council's policy. For further information refer to the Family leave guidance

Leave for foster carers

9.15 Foster Carers are provided with additional paid leave. For further information refer to the Family leave guidance.

Occupational sick pay

9.16 In the event that you are off work due to sickness the council's sick pay provision is set out below. Service is calculated on the basis of continuous service with the council.

Table 2

Service	Sick Pay Provision
Less than 1 years' service	1 month at full pay and after completing 4 months service, 4 months at half pay
More than 1 years' service	4 months at full pay 4 months at half pay

9.17 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.

9.18 The council has rules regarding the notification of sickness absence in order to qualify for sick pay. For further information refer to Sickness Absence Management Policy and Procedure.

Time off for medical screening/appointments

9.19 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

9.20 Additional leave with or without pay may be granted in special circumstances, such as for dependent care or compassionate leave. For further information refer to the Family leave guidance.

10 MISCELLANEOUS PROVISIONS

Probationary period

10.1 You will be required to complete your mandatory induction checklist in order for you to complete your probation.

Flexibility

10.2 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.

10.3 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 potential.

10.4 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

10.5 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.

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

Table 3

Grade	Notice
Grade 1 - 5	1 month
Grade 6 - 10 Professional roles under Adult Social Care Services (e.g. Social Workers, Occupational Therapist, etc.)	2 months
Grade 11 - 13	3 months
Assistant Director/Director/Deputy Director/Executive Director/Chief Executive	3 months

10.7 If notice of termination of this contract has been provided by either you or the council 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 the council 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.

10.8 Insurance provision 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

10.9 The way we will process your personal data during your employment is set out in the HR Privacy Notice that is available to view on the council's website: HR Privacy Notice

10.10 During your employment, you are required to keep your personal data records up to date via iTrent self-service, e.g. your home address or next of kin etc. Employees are also encouraged to review and update any personal demographic information held for equality monitoring purposes.

TUPE Terms and Conditions

10.11 Employees who have transferred to the council under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may have terms and conditions of employment that differ from those outlined in this handbook. Employees under TUPE arrangements will continue to follow the terms of their contractual entitlements as specified at the time of their transfer. In the event of any discrepancies between this policy and the contractual terms of TUPE employees, the contractual terms will take precedence.

11 MENU OF BENEFITS

Flexible benefits

11.1 The council 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.

11.2 For further information refer to the staff benefits page on the intranet.

Pension

11.3 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.

11.4 Your employee contribution rate will be between 5.5% and 12.5% depending upon how much you earn as there are 9 salary bands and 9 different rates of employee contribution. The rate of contribution that you will pay is determined by the rate of your annual pensionable pay each April as assessed by your employer. If you are a new employee your rate will be assessed at your date of starting and then reviewed each April.

11.5 If you have a contract of employment of less than 3 months you will not be contractually enrolled into the LGPS unless your contract is extended to beyond 3 months in which case you will be admitted to the scheme at that point. You can opt into the LGPS within the first 3 months. However, please note that you would not become entitled to a pension benefit until such time as you have built up a total of two years pension scheme membership (including any membership you may have with a previous Local Government employer, or any additional membership awarded as a result of transferring previous pension rights into the scheme).

11.6 You can opt out of the LGPS at any time and if you have less than a total of 2 years scheme membership (again including any membership of the LGPS with a previous Local Government employer and any additional membership awarded as a result of transferring any previous pension rights into the scheme), you will be allowed a refund of your contributions. If your total scheme membership is less than 3 months the refund of contributions will be repaid through payroll. Otherwise, it will be repaid by the Pension Fund. In order to opt out of the scheme you must visit the pension fund website and obtain an opt out form for completion and return to the payroll team.

11.7 As an alternative to opting out of the scheme you may wish to consider electing for the 50/50 section of the scheme during which time (and only whilst you are a member of the 50/50 section) you would contribute 50% of your normal contribution for 50% of your pension. However, whilst a member of the 50/50 section your employer continues to pay their full contribution and you retain full rights under the scheme with regard to ill health retirement and death in service benefits. When certain employment conditions are met you would be re-admitted to the main section of the scheme but would have the right to elect again for the 50/50 section of the scheme at that time. Full details of the 50/50 section can be found on the pension fund website.

11.8 The way the council will apply the discretions available in the LGPS are set out in the LGPS discretions policy this includes the arrangements for the inward transfer of former pension rights for new employees, which is time limited.

11.9 The council 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.

11.10 If you do elect to opt out of the LGPS you will be automatically re-enrolled into it from your employer's automatic re-enrolment date or from the point you meet a number of triggers under the automatic enrolment regulations. Further information is available via the Berkshire Pensions's member factsheets.

11.11 There is no normal retirement age and therefore you will need to advise the council of when you wish to take retirement.

11.12 Members of the LGPS can also contribute to an AVC via the Prudential. If you pay tax and NI, then the council offers a salary sacrifice AVC scheme managed by My Money Matters.

If you do not pay NI, then an alternative AVC scheme is available, for more information refer to the Additional Voluntary Contributions information on the Berkshire Pension Funds website.

Employee parking

11.13 Parking is currently provided at council offices or in council owned car parks.

RBWM reserves the right to revise this guidance or any of its components. Employees should review these terms periodically for any updates or changes.