ORKNEY
ISLANDS COUNCIL

Orkney Islands Council
Scottish Joint Council (SJC) Employees Conditions of Service

October 2025

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Version Control

Version 1	20 July 2007	Original Issue
Version 1.1	October 2023	Updated to reflect to collectively bargained amendments and changes required by Statute and Council Policy decisions since July 2007.
Version 1.2	December 2023	Salary and allowance rates updated following SJC 2023/24 Pay Award.
Version 1.3	October 2024	Salary and allowance rates updated following SJC 2024/25 Pay Award.
Version 1.4	June 2025	Reflecting terms of the recently approved Market Supplement Policy and Recruitment Incentives position from the Recruitment and Selection Policy into the COS document.
Version 1.5	July 2025	Updated SJC Pay rates and allowance with pay award increase from 1/4/25.
Version 1.6	October 2025	Updates unsocial hours allowances to include the 17.85% Launch Crew allowance which was not detailed in the document.
Version 1.7	November 2025	Updated Distant Islands Allowance rate following SJC confirmation increased rate applied from 01/10/2025.

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Pay and Grade Structure

The SJC grading structure will have up to 14 grades. All grade bands will have a maximum of 5 increments. The SJC grade structure is based on the national SJC Spinal Column of hourly rates (known as SCPs).

The SJC grade structure is shown in Appendix 1 as hourly rates and in Appendix 2 as annual salaries for ease of reference. The SJC grade bands and the job evaluation points to pay relationship are shown in Appendix 3.

In line with SJC national agreement the first point of the SJC pay grade, shall not be below the Scottish Local Government Living Wage.

1. Pay Protection

The Council offers pay protection on a cash conservation basis (fixed cash sum) in the following circumstances:

- As a result of redeployment as an alternative to redundancy.
- Where, as a result of job redesign/agreed organisational/service re-structure, through job evaluation the grade of the post reduces.

Pay protection will not apply in the following circumstances, where the employee will move to the top of the relevant grade and will be paid in line with the normal grade and conditions of service for the post:

- Where the reduction in pay is as a result of a lower level of contracted hours of work.
- Where the reduction in pay is as a result of a lower number of working weeks per year i.e., a term-time/part-year/seasonal post.
- Where the reduction is pay is a result of redeployment for medical/health reasons.
- Where the reduction in pay as a result of redeployment on the basis of performance related capability or as part of the Council Disciplinary processes.

Pay protection will be for either a period of 12 months or until such time as the FTE salary at the top of the new grade for the post equals or exceeds the FTE salary for an individual's current salary, based on the grade and spinal column point, whichever is the shortest.

Pay protection will include regular payments incorporated in salary including contractual overtime and fixed rate allowances including distant islands allowance and unsocial hours working allowances.

Payments or allowances related to non-regular payments including sleep in and standby are not part of pay protection arrangements.

2. Incremental Progression

Incremental progression though the grade, will normally happen as of 1 April each year and will be by one increment, until you reach the top of your grade or any progression bar.

Progression is subject to you having 6 months in the grade prior to 1 April. If you have less than six months service in the grade on 1 April, then your incremental progression will be from the day following the completion of 6 months service in the grade following appointment, promotion, or regrading.

Where it is demonstrated, through formal process that the employee has not performed satisfactorily in relation to conduct or job performance, despite being given every opportunity and encouragement and after due process, so to do, incremental progression may be withheld.

3. Placement in Grades

On appointment to any post, it is normal practice that appointment will be to the first point of the grade. Higher placing in a grade on recruitment can be approved by a Corporate Director or Head of Service, where there is a clear, equitable justification for a higher placing.

Any higher placing must take account of any relevant progression, qualification bars on the grade. A higher placing in the grade cannot be beyond such bars unless the individual satisfied the relevant provisions of the bar.

Where an existing post, which is occupied is re-evaluated and as a result the grade increases, placing in the new, higher grade will be either:

- The first point of the new grade where the basis for the regrading is or largely due to new, or additional duties and responsibilities for the post, or
- The equivalent point on the new grade that the current employee is in their current grade, where the basis for the regrading is on the basis of inclusion of additional duties and responsibilities that the employee, has been undertaking on a permanent basis for a substantive period of time (normally a minimum of 12 months).

4. Market Supplement

The Council has the ability to use market supplements (temporary additional payments) to attract and retain staff to posts where there is clear evidence that the Council's total remuneration package is causing recruitment and retention issues; and this represents an unacceptable level of organisational risk.

Unacceptable risk would include:

- Inability to meet essential service delivery.

- Inability to comply with statutory responsibilities.
- Reputational damage to the Council.
- Financial risks to the Council.

The following guiding principles must be followed when considering and applying for approval of market supplement payments to ensure legal compliance and minimise the risk of creating equal pay liability.

- All other non-pay options to improve recruitment and retention to the post must have been considered before an application for approval of a market supplement can be submitted.
- Approval of a market supplement application will only be granted where a business case is supported by evidence of recruitment and retention difficulties, consideration of alternative non-pay options and prevailing market conditions and comparators, which provide justification for application of a market supplement.
- Market supplement payments must be justifiable with reference to current market conditions and therefore will only be agreed for a maximum period of 24 months.
- A review of market conditions will be conducted prior to the end of the agreed period to determine whether the payment should be withdrawn, extended, or changed.
- The market supplement will automatically end at the 24-month period unless a process of review of the market conditions, and subsequent approved application is in place before that time.
- The maximum total duration that a market supplement for a post will be paid for is 3 years, from the first date that it was agreed.
- The payment of market supplements may be reviewed at any time where market conditions no longer justify the payment.
- Twelve weeks' notice will be provided to postholders in the event that a market supplement will end early or is subject to change.
- Market supplement payments will be made to all postholders of the relevant post that meet the criteria for the supplement, those newly recruited and existing employees, including any casual/supply/relief workers.

Market supplement business cases must be supported by the Head of Human Resources and Organisational Development and then will be submitted for approval by the Chief Executive.

5. Recruitment Incentives

In circumstances that the Council has acknowledged hard to fill posts, the Corporate Leadership Team in conjunction with the Head of HR and OD may choose to implement short-term temporary recruitment incentives i.e. Market Supplement, Golden Hello or Refer a Friend.

Any recruitment incentive must be supported by a business case that is equality proofed, temporary in nature, able to be funded within existing budget and will have agreed terms and conditions produced by HR and OD.

Please refer to separate policy/guidelines issued in relation to any approved recruitment incentives.

6. Employee Review and Development

The Council will operate Employee Review and Development procedures for all employees.

7. Hours of Work

The Council has full-time equivalent working weeks of either 35 or 37 hours per week, dependant on the post of employment. Contracts of employment will confirm for each post whether their full-time equivalent working week is 35 or 37 hours.

Part-time, part-week or part-year working arrangements shall be pro-rata to the full-time equivalent working week relevant to each post.

Hours of work will be determined by the needs of the service.

8. Working Week

The Standard Council working week is 37 hours. The Standard Working pattern will be Monday to Friday between the hours of 8am and 10pm.

Hours worked up to 37 in any one week (or averaged over a longer period where this has been agreed as a service delivery requirement) will be paid at plain time rates.

9. Overtime

Work in excess of the Standard Working Week will be discouraged and in particular employees will not be required consistently to work overtime unless where sub-paragraph (iii) below applies. Part time workers shall not be entitled to any enhanced rate for overtime until their hours exceed 37 in any one week or reference period (see below).

Employees paid at Grade I (SJC SCP 59 and above) temporarily increased to Grade J (SJC SCP68 and above), shall be regarded as working on an all-inclusive basis and shall not be entitled to separate recognition for any overtime worked as pay or time off in lieu.

The point at which overtime payments would normally cease may be varied through local agreement.

In exceptional circumstances, by agreement of the Chief Executive, or other delegated Chief Official overtime payments can me authorised in exceptional circumstances for SJC employees considered to be working on an all-inclusive basis, on a time-limited basis.

The standard hours may be worked over any reference period e.g., one week, 148 hours over four weeks or annualised hours, with due regard for compliance with employment legislation such as the Working Time Regulations and wider social considerations such as the work life balance.

Where overtime is found to be unavoidable and previous approval has been given by a senior officer to whom this power has been delegated, payment shall be calculated on the following basis -

(i) The hourly overtime rate of pay will be derived from an employee's spinal column hourly rate.

(ii) Extra time of less than 15 minutes on any day shall not rank for overtime.

(iii) Employees for whom it is a condition in their contract of employment that they shall work a fixed number of hours in addition to the standard 37-hour week shall be entitled to overtime payments for those hours. Contracted hours will be regarded as permanent and will be paid as salary and be used to calculate final salary for pension purposes.

(iv) Employees for whom it is not a condition of their contract of employment that they work fixed hours longer than the standard 37 per week, and are required to work overtime, compensatory leave (Time Off In Lieu) (TOIL) on a straight time basis may be agreed with the individual as an alternative to payment.

(v) Hours worked between 37 and up to and including 45 in any one week (or averaged as above) will be paid at the rate of time and one half.

(vi) Hours worked beyond 45 in any one week (or averaged as above) will be paid at the rate of double time.

(vii) Overtime worked on a general or public holiday will be paid at the rate of double time in complete recompense except where that work takes place on Christmas Day and New Year 's Day when they fall on 25th December and 1st January, respectively. No other enhancements will be paid for work on a general or public holiday and where the Christmas and New Year's Day holidays are transferred to other days in the week.

10. Mileage Allowances

Mileage allowances for the use of personal cars on Council business will be based on the rates determined and amended from time to time by HM Revenue and Customs and will apply equally to all employees.

11. Public Holidays

Public Holidays will be based on 10 fixed days, Easter Monday, May Day, Dounby Show Day, Christmas Day, Boxing Day, New Year’s Day, and 2nd January with the remaining 3 days coving the Council Christmas Closure.

Employees will be entitled to any public holidays which occur in their period of employment, although for employees entering or leaving the service part way through the leave year the public holidays will be pro-rated over the complete leave year rather than being awarded as and when they fall.

Part-time/part-year employees will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted hours and/or working weeks.

Shift Working employees will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted hours and/or working weeks. This entitlement will normally be included with their annual leave entitlement.

Annualised Hours employees will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted annualised hours. This entitlement will normally be included with their annual leave entitlement.

Environmental Services - the normal working pattern for waste services includes work on public holidays (with the exception Christmas Day, Boxing Day, New Year's Day, and 2nd January).

There is an entitlement to pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted working hours. This entitlement will normally be included with their annual leave entitlement and days deducted for any public holidays not worked out of Christmas Day, Boxing Day, New Year's Day, and 2nd January.

Employees commencing or finishing employment with the Council part way through the leave year will be entitled to a pro-rata entitlement of the 10 days public holidays, calculated on the basis of the number of complete calendar weeks worked in that leave year. The Council Annual Leave and Public Holiday Policy should be referred to for greater detail.

Payment for Public Holiday Working -

Employees whose working pattern does not normally include public holiday working, work on any fixed Public Holiday will be paid at the rate of double time in complete recompense (no time off in lieu) or normal pay with a day off in lieu.

The exception to this is Christmas Day, Boxing Day, New Years Day and 2nd January or their replacements days, working on these days will be paid at double time and will additionally attract a day off in lieu.

For all other public or general Council holidays time off in lieu of working shall be either:

- Where the time worked is up to 4 hours the TOIL will be 4 hours.
- Where the time worked is in excess of 4 hours the TOIL will be equal to the actual time worked subject to a minimum of 7 hours.

Payment for Public Holiday Working – place of work remains open and operational on a public holiday.

Employees whose working pattern normally includes public holiday working and are in receipt of unsocial hours allowances (i.e., their place of work remains open and operational on a public holiday) and the individual receives payment of an unsocial hour's allowance, there will be no separate recognition for contracted hours worked on public and general holidays except for hours worked on 25th December and 1st January (not the replacement days) which will attract double time.

12. Annual Leave

The Council Annual Leave year for SJC employees is 1 April to 31 March.

The annual leave entitlement (encompassing 3 former floating public holiday days) will be between 24 - 29 days, dependent on length of continuous local government service at the start of the Council leave year, for all employees in accordance with the following table: -

Continuous Local Government Service at start of leave year	**Annual Leave (Days)**
Up to 1 year	24
1 year but less than 2	25
2 years but less than 3	26
3 years but less than 4	27
4 years but less than 5	28
5 years and over	29

The entitlements to annual leave and public holidays as expressed apply to five day working patterns. For alternative working patterns equivalent leave entitlements will be calculated pro rata.

Employees starting or leaving midway through leave year shall be entitled to a pro-rata amount of annual leave calculated on the basis of the number of complete weeks worked that leave year.

The Council Annual Leave and Public Holiday Policy should be referred to for greater detail.

13. Sickness Absence

You will be required to inform your Supervisor/Manager as soon as possible and no later than 1 hour from your shift start time, on the first day of absence due to sickness.

If you are unable to return to work on the fourth day of absence you must inform your Supervisor/Manager as soon as possible on that day.

Where the absence continues up to seven days, on return to work you will be required to self-certify the whole of your absence on the appropriate form which will be provided by the Authority. Where the absence extends beyond seven days, you will submit National Insurance doctors' certificates.

An employee's entitlement to sickness allowance will depend on length of continuous service as follows:-

Service at commencement of absence from duty	Full Allowance for	Half Allowance for
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

Full details of the Sickness Allowances Scheme are contained in the Handbook of National Scheme of Salaries and Conditions of Service for Local Government Employees.

14. Notice

14.1.Posts at Grades A – I

The normal notice period is a minimum of one month's written notice on your part.

You are entitled to receive one month's notice from the Council, increasing by one week for each completed year of service over four years, up to a maximum of twelve weeks.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where you contract subsequently extends to longer than six months your notice period will become the normal notice period as determined by your grade.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, in this instance four weeks increasing by one week for each completed year of service over four years, up to a maximum of twelve weeks.

Where you are employed in a career/split grade post that covers grades with differing notice periods, your notice period will be determined by the grade you are paid at as of the date of notice being provided.

14.2. Posts at Grades J, K and L

The normal notice period is a minimum of eight weeks written notice on your part.

You are entitled to receive eight weeks' notice from the Council, increasing by one week for each completed year of service over eight years, up to a maximum of twelve weeks.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where you contract subsequently extends to longer than six months your notice period will become the normal notice period as determined by your grade.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, in this instance eight weeks increasing by one week for each completed year of service over eight years, up to a maximum of twelve weeks.

Where you are employed in a career/split grade post that covers grades with differing notice periods, your notice period will be determined by the grade you are paid at as of the date of notice being provided.

14.3.Posts at Grade M and N

The normal notice period is a minimum of twelve weeks written notice on your part.

You are entitled to receive twelve weeks' notice from the Council.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where you contract subsequently extends to longer than six months your notice period will become the normal notice period for your grade in this instance twelve weeks.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, in this instance 12 weeks.

14.4.Casual/Relief Supply

There is no statutory requirement to provide notice of casual/relief/supply work arrangements ending.

The Council would ask that casual/relief/supply workers to advise their manager where you no longer wish to be on the list of workers available for casual/relief/supply work.

On an annual basis the Council will conduct a review of all casual/relief/supply workers and those that have not undertaken work within the last 12 months will normally be removed for the list of available casual/relief//supply workers.

15. Distant Islands Allowance

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Distant Islands Allowance is payable to all employee/workers of Orkney Islands Council.

To be eligible for payment of Distant Islands Allowance the employee must be physically based within the geographical boundaries of Orkney Islands Council.

The rate of Distant Islands Allowance is set by the Scottish Joint Council for Local Government Employees. The current rate for Distant Islands Allowance (as of 1 October 2025) is £2,997.

Part-time, part-week/part-year working patterns will receive payment of Distant Islands Allowance on a pro-rata basis to the normal full-time, full year equivalent working week of their post. Casual relief and supply workers will receive the pro-rata hourly rate equivalent of Distant Islands Allowance.

The maximum payment for any post in respect of Distant Islands Allowance in a year is the FTE rate.

16. Unsocial Hours Payments

Unsocial hours are defined as those hours out with the Standard Working Pattern i.e., between 10 pm and 8 am Monday to Friday, all hours on Saturday and Sunday; night work is defined as those hours between 10pm and 8 am.

Where, through the need to provide a continuous public service, employees who are designated as 7-day workers (i.e., working any 5 days in the period Monday to Sunday) and who are required to work on a regular basis on the following patterns of work shall be paid for all hours worked as follows:

Allowance	Description	% Allowance
Shift Work	5/7 day working pattern, working predominantly between 8am and 10pm.	10% of basic salary
Shift Work incl. Nights	5/7 day working pattern, working on a 24-hour basis (working pattern includes regular night working)	15% of basic salary
Weekend Working	2 days working, hours are worked only at a weekend (Saturday and/or Sunday), predominantly between 8am and 10pm.	25% of basic salary
Night Working	7 days working, where predominantly hours are worked at night between hours of 10pm and 8am.	33% of basic salary

Any permanent work on patterns not described above will be treated on a pro rata basis.

Kirkwall Pier Workers	Pattern of 7 day working week when at work including weekends and working 12-hour shifts including day and night shifts.	17.5% of basic salary

Launch Crews	Pattern of working 3 weeks on 3 weeks off on a rota basis. When at work includes working 12-hour shifts including weekends and nights.	17.85% of basic salary

Weekend Working and Night Working allowance, as above, will also be able to be claimed in the following situations:

- Part-time contracted employees, in receipt of Shift Work (10%) or Shift Work Nights (15%) allowance that work additional qualifying hours, over and above their contracted hours.
- Part-time contracted employees, not in receipt of Shift Work (10%) or Shift Work Nights (15%) allowance that work additional qualifying hours, over and above their contracted hours.
- Full-time contracted employees, for additional hours up to 37 hours in total per week.

Payment of only one unsocial hour's allowance can be made for any time worked.

Where shift work (10%) or shift work incl. nights (15%) is paid on all contractual hour's weekend or night working allowance are not payable in addition on contracted hours.

Where weekend, night work is undertaken, the higher night working allowance is payable in complete recompense.

Where premium rates of over time are paid (time and a half or double time) on hours, shift allowance payments are not payable in addition to this.

For all employees working these patterns there will be no separate recognition of public and general holidays except for 25th December, Christmas Day and 1st January, New Year's Day - the days will be added to the annual holiday entitlement and taken by mutual arrangement. Work on Christmas and New Year's days will attract double time and a day off in lieu.

Unsocial hours payments are automatically increased in line with the nationally agreed SJC % pay increase.

17. Standby Duty and Call Out

The nature of the post 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 on a roster if so requested by the authority and to carry out emergency work as and when the need arises.

Those employees who receive a standby allowance will have it written into their contract that they will have specific responsibilities when being called in. Other employees, who may be on a "call out roster will only be contacted if necessary.

If they are unable to come in for any reason, then another employee will be contacted. There is not a contractual obligation for an employee on a call out to come in.

The concept of "on call" will be shared amongst all employees in the work group and not just those who have contractual standby responsibilities.

Standby employees are under an obligation outside their normal working hours (including Saturdays, Sundays, and Public Holidays) to remain on call and to be available to be consulted and if necessary to be called out for emergency duty.

Employees who contractually must undertake standby duty, will be entitled to payment in accordance with paragraphs below.

17.1.Payment for Standby Duty

An employee performing standby duty will from **1 April 2025** be paid: -

An allowance of **£123.97** for each complete week of standby duty actually performed, plus **£41.32** for each general or public holiday in that week.

For broken periods of standby duty as follows: -

Monday/Tuesday overnight to Friday/Saturday overnight - **£12.36**

Saturday - **£26.32** for up to 24 hours

Sunday - **£35.87** for up to 24 hours

General or Public Holidays, £**54.32** for up to 24 hours

Each 24-hour period of standby duty is to start at the beginning of the working day (or at the same hour on non-working days).

17.2.Time of in Lieu (TOIL) for Standby on Public Holidays

An employee performing standby, on one of the 10 specified Council public holidays shall be entitled to TOIL as follows:

Public Holiday	**TOIL Entitlement**
25th, 26th Dec and 1st, 2nd January, or the relevant replacement days where any of these dates fall on a Sat or Sun.	1 day TOIL for each of these public holiday days.
All other Council Public Holidays or General Holidays	Either: a. No TOIL where the higher rate Standby allowance is claimed. The Higher Rate allowance is either the **£54.32** for broken periods of standby or the **£41.32** additional allowance for weeklong standby periods. <u>or</u> b. 1 day TOIL for each day where the lower rate allowance is claimed for any of these public/general holiday days.

	The lower rate is allowance is either **£12.36** per day for broken periods of standby or for weeklong periods of standby the standard **£123.97** weekly allowance being claimed with no enhancements.

17.3. Disturbance and call out payments for employees on standby.

Employees undertaking standby duty, who are contacted or called out following the agreed arrangements, will from **1 April 2025** be paid on the following basis: -

for each occasion on which the employee is contacted and which results in the exercise of skills for which the standby duty is required, either at the employee's home or elsewhere shall be entitled to a payment of **£19.82**; an employee will, however, only be entitled to one such payment within each period of two hours, commencing with the start of the standby session; where an employee becomes entitled to a payment as described above and where that or subsequent disturbance or call out is in excess of 30 minutes, the employee will be entitled to further payment for the whole of the period of disturbance or call-out at the appropriate rates with a minimum of one hour paid.

17.4. Payments for Call Out (employees who don't have contractual requirement to be on stand-by duty)

Employees who do not have a contractual requirement to be on standby duty but who are contacted and the contact results in the exercise of skills, or called out, will be paid a minimum of two hours at the appropriate rate with consideration of overtime and unsocial hours enhancements. This is subject to the restriction of recognition for overtime.

Standby rates and payments are automatically increased in line with the nationally agreed SJC % pay increase.

18. Sleep-in Arrangements

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In circumstances where an employee must sleep on the premises/ vessel and be available for duty shall from **1 April 2025** receive a sleep-in payment of:

Type of Hours	Payment (37 FTE working week)
Non-Disturbed (not required to respond or undertake relevant work)	Payment at the hourly rate of the Scottish Local Government Living Wage and a % payment for leave entitlement currently **£14.14** per hour. Payment of Distant Islands Allowance is not made.
Disturbed (required to respond and/or undertake relevant work)	Payment at the hourly rate of the Scottish Local Government Living Wage and a % payment for leave entitlement Distant Islands Allowance is paid. **£15.63** per hour

19. Acting Up Arrangements

Where an employee is required to undertake the duties and responsibilities of a post at a grade that is higher that the employees own, they are entitled to payment at the grade and relevant allowances for the higher graded post where the arrangement is or is anticipated to last at least one week.

Where the post being covered is vacant, vacant pending recruitment or backfill is required for long-terms sickness purposes, the individual should be appointed directly to the role on a temporary change of contract basis and temporarily moved out of their substantive post on the establishment.

Where they are undertaking this on less than 100% of the duties and responsibilities of the role, they will be appointed to the temporary role on a pro-rata FTE basis, and their substantive post hours, temporarily reduced accordingly i.e., where they are undertaking 50% of the duties and responsibilities they will be appointed temporary on a 0.5 FTE contract.

Acting up arrangements are only intended to cover for a maximum of 3 months, and are not intended to be an alternative to recruitment for longer-term temporary contracts i.e., maternity leave, career break, long term sick over 3 months etc.

Acting up arrangements require governance approval via the Council Change in Establishment procedure. It is not normally anticipated that more than one, three-month period of acting up should be granted, other than in exceptional circumstances and with discussion agreement of Human Resources.

Acting up arrangements will normally, in the first instance be offered on a restricted basis to those relevant employees, immediately reporting to the post requiring cover.

20. Change of Work Location

Where an employee's permanent place of work has been moved by over 5 miles, through redeployment or at the requirement of the Council the additional distance to and from their home to the new place of work shall be paid at the standard normal mileage rate for 3 years. No mileage will be paid for travel at lunchtimes.

No payment of excess travel costs shall be made where the change is either voluntary, requested by and employee or falls out with the terms of the Council Redeployment Policy and Procedure.

21. Monthly Pay

All SJC employees are paid monthly view via BACS into their bank account on the 15th of each calendar month. Where the 15th of a month falls over a weekend, payment will be made on the Friday.

For contracted employees, payment on the 15th of the month covers the period of the 15th of the previous month to the 14th of the current month.

Casual, relief, supply hours, additional hours and overtime payments are paid monthly in arrears up to the advised payroll cut-off date each month, via the submission of authorised timesheets.

Employees must provide the Council with UK based bank account details on commencement of employment.

Employees should also ensure that the Council are updated on an any change to their bank account details, this should be advised though the Council MyView system, or an employee submitting notification to Payroll.

22. Definition of a Day’s Pay

A day's pay will be defined as one fifth of 7/365 of the annual pay. A week is the period from 00.01 on Monday to 12.00 midnight on Sunday.

Appendix 1 – SJC Grades (Hourly Rates) (at 1 April 2025)

Grade	SCP	Basic Hourly Rate only
A	18	£13.06
	19	£13.20
B	21	£13.48
	22	£13.64
C	24	£13.90
	25	£14.02
D	27	£14.33
	28	£14.49
	29	£14.65
E	31	£15.01
	32	£15.13
	33	£15.35
F	35	£15.75
	36	£15.93
	38	£16.35
	40	£16.74
	42	£16.95
G	43	£17.24
	44	£17.30
	46	£17.72
	47	£17.97
	50	£18.70
H	51	£18.93
	52	£19.19
	55	£19.96
	57	£20.53
	58	£20.83
I	59	£21.13
	61	£21.75
	63	£22.36
	65	£22.85
	67	£23.51
J	68	£23.84
	70	£24.50
	71	£24.86
	72	£25.21
	73	£25.37
K	75	£26.14
	76	£26.52
	77	£26.90
	78	£27.34
	79	£27.74
L	80	£28.15
	82	£29.00
	83	£29.44
	85	£30.33
	86	£30.76
M	88	£31.72
	89	£32.21
	90	£32.65
	92	£33.65
	94	£34.70
N	96	£35.70
	97	£36.25
	99	£37.37
	101	£38.45
	103	£39.58

Basic pay hourly rate figures, excluding any allowances.

Appendix 2 – SJC Grades (Annual Salaries)

35 Hour FTE Working Week (at 1 April 2025)

Grade	SCP	Basic FTE Salary
A	18	£23,833
	19	£24,089
B	21	£24,600
	22	£24,892
C	24	£25,366
	25	£25,585
D	27	£26,151
	28	£26,443
	29	£26,735
E	31	£27,392
	32	£27,611
	33	£28,012
F	35	£28,742
	36	£29,071
	38	£29,837
	40	£30,549
	42	£30,932
G	43	£31,461
	44	£31,571
	46	£32,337
	47	£32,793
	50	£34,126
H	51	£34,545
	52	£35,020
	55	£36,425
	57	£37,465
	58	£38,013
I	59	£38,560
	61	£39,692
	63	£40,805
	65	£41,699
	67	£42,903
J	68	£43,506
	70	£44,710
	71	£45,367
	72	£46,006
	73	£46,298
K	75	£47,703
	76	£48,396
	77	£49,090
	78	£49,893
	79	£50,623
L	80	£51,371
	82	£52,922
	83	£53,725
	85	£55,349
	86	£56,134
M	88	£57,886
	89	£58,780
	90	£59,583
	92	£61,408
	94	£63,324
N	96	£65,149
	97	£66,153
	99	£68,197
	101	£70,167
	103	£72,230

Basic annual 1.0 FTE salary figures, excluding any allowances.

37 Hour FTE Working Week (at 1 April 2025)

Grade	SCP	Basic FTE Salary
A	18	£25,195
	19	£25,465
B	21	£26,005
	22	£26,314
C	24	£26,816
	25	£27,047
D	27	£27,645
	28	£27,954
	29	£28,262
E	31	£28,957
	32	£29,188
	33	£29,613
F	35	£33,259
	36	£33,375
	38	£34,185
	40	£34,667
	42	£36,076
G	43	£36,519
	44	£37,021
	46	£38,506
	47	£39,606
	50	£40,185
H	51	£33,259
	52	£33,375
	55	£34,185
	57	£34,667
	58	£36,076
I	59	£40,764
	61	£41,960
	63	£43,136
	65	£44,082
	67	£45,355
J	68	£45,992
	70	£47,265
	71	£47,959
	72	£48,635
	73	£48,943
K	75	£50,429
	76	£51,162
	77	£51,895
	78	£52,744
	79	£53,515
L	80	£54,306
	82	£55,946
	83	£56,795
	85	£58,512
	86	£59,342
M	88	£61,194
	89	£62,139
	90	£62,988
	92	£64,917
	94	£66,943
N	96	£68,872
	97	£69,933
	99	£72,093
	101	£74,177
	103	£76,357

Basic annual 1.0 FTE salary figures, excluding any allowances.

Appendix 3 – SJC Grades (Job Evaluation Bands)

Council Grade	Minimum Points Score	Maximum Points Score
Grade A	147*	295
Grade B	256	274
Grade C	275	294
Grade D	295	314
Grade E	315	339
Grade F	340	259
Grade G	360	379
Grade H	380	404
Grade I	405	434
Grade J	435	474
Grade K	475	509
Grade L	510	554
Grade M	555	559
Grade N	600	and above

*147 is the minimum job evaluation points score any post can achieve.