Shetland Islands Council

Summary of Main Terms and Conditions Of Employment

Local Government Employees

If you apply for a post using our online application system we will contact you using the e-mail address you have provided. Please check your e-mail account regularly for messages.

Note: Conditions of Service are those jointly agreed by the Scottish Joint Council for Local Government Employees unless amended by local agreement, or otherwise stated in writing, and are available from Human Resources or the employing service.

Salary: Salary details are shown in the job advert. This includes a distant island allowance of £2,997 per annum pro rata.

Mileage Allowance: you will be paid the current maximum HMRC approved mileage rate of 45p per mile for the first 10,000 miles driven while on Council business; and 25p per mile thereafter

Communication: you will be provided with an electronic communication device to enable you to take business calls, and access e-mail, while out of the office. No payment will be made for telephone line rental, broadband charges etc.

Politically Restricted Post**:** Under the terms of the Local Democracy, Economic Development and Construction Act 2009, this post is designated politically sensitive and the postholder is restricted as to the undertaking of political activity.

Any other allowances payable will be listed on the Job Profile / Person Specification attached to the advert.

Salary Progression: Following initial placement within the grade you are normally awarded an increment one year after your start date unless a career grade applies to your post. Progression will apply on the anniversary of appointment subject to confirmation of satisfactory performance. If service is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.

Revision to Salary Scales: Salary scales are revised by national negotiation.

Hours of Work: Hours of work are shown in the job advert. A flexi-time agreement *may* be in operation within your service and you should check with your manager whether this will apply to your post. Your individual working hours should be agreed with your manager. A break of at least 20 minutes must be taken when the working day exceeds 6 hours. Hours outside the normal pattern may be required.

Variations to Work: Your duties may, in consultation with you, be varied in accordance with the needs of the Council.

Overtime: There will be no payment for hours worked in excess of the standard 37 hour working week, for hours worked during the period to which unsocial hours enhancements apply or for disturbance outwith office hours.

Annual Leave: You are entitled to 32 days / 237 hours pro rata annual leave in a full leave year, the leave year being 1 January to 31 December.

Annual leave is calculated pro rata for staff contracted to work more or less than 37 hours per week, based on contracted hours of work and on completed calendar months of service.

The Council operates a Christmas shutdown for non-essential services. You should check with your manager whether this will apply to your post. *If* your service does take part in the Christmas shutdown you will be required to use 3 days pro rata of your annual leave entitlement to cover the period between Christmas and New Year.

Public Holidays: The Council has agreed that 6 days (44.4 hours) pro rata should be allocated as paid staff holidays to be taken on those days specified by the Council. (These replace any general or public holidays). Should you be required to work on a designated public holiday, you will be granted equivalent time off in lieu to be taken at a later date.

Continuous Period of Employment:

1. For statutory purposes other than as identified below, continuous service dates from commencement of service with Shetland Islands Council or its predecessors provided such service has been continuous.

2. For redundancy payments purposes continuous service includes any other continuous public service as defined in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999.

3. For the purposes of entitlements regarding annual leave, the occupational sickness scheme and the occupational maternity scheme continuous service will include continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 applies.

Where an employee returns to local government service following a break for maternity reasons they 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 paid employment has intervened. For the purpose of the calculation of entitlement to annual leave the eight years time limit does not apply provided that no paid employment has intervened.

Sick Pay: A Contractual Sickness benefit scheme is in operation complementary to any Statutory Sick Pay (SSP) entitlement and for which an employee is eligible when 26 weeks continuous service has been completed.

Employees Health: Employees shall be entitled to take such reasonable time off without loss of pay as is required for the purpose of preventative medical examination.

Pension Scheme: Employees with a contract will automatically/contractually be brought into the Local Government Pension Scheme on commencement of employment. Casual/relief employees may opt into the Scheme. A member may opt out at any time. The percentage rate that those participating in the Scheme pay, depends on their actual rate of pensionable pay. Employee contribution rates are applied in tiers ranging from 5.5% to 12%. The Employer's contribution rate varies according to fund management requirements. Actual pensionable pay comprises basic pay, distant islands allowance and any other contractual allowances such as standby and sleepin payments but excludes non-contractual overtime in excess of standard full time hours. Pension benefits may be

transferrable from a previous employer/pension provider within 12 months of joining the Scheme.

The full value of Childcare Vouchers taken via salary sacrifice is pensionable.

Medical Clearance: Confirmation of satisfactory health by medical examination or questionnaire, may be required before the appointment is confirmed.

Probationary Period: A probationary period may be applied, at the discretion of the interviewing panel, where the previous employment experience is not regarded as wholly appropriate to the post. Where a probationary period is applied, following satisfactory service during the period of probation, the appointment will be confirmed.

Retirement Age: For staff participating in the Local Government Pension Scheme the normal retirement age is now the same as a persons State Pension Age for both male and female members of the Scheme (with a minimum age of 65). Employees can, however, remain in the scheme until the day before their 75th birthday.

The Council may apply an earlier retirement age within the provisions of the Local Government Pension Scheme for both male and female staff at its discretion.

Period of Notice: The minimum period of notice required to be given by *either party* to terminate this appointment is one calendar month. Employees with five or more years of continuous service with Shetland Islands Council are given one weeks notice for each year of continuous service, up to a maximum notice period of twelve weeks. Notice, which should be given in writing, dates from the receipt by the employer of the notification.

Grievance/Disciplinary Matters: Will be dealt with initially by your immediate line manager. Your right of appeal against any disciplinary action taken against you will be notified to you at the time. Procedures are more fully explained in the documents referred to earlier.

Health and Safety at Work: It is the duty of every employee while at work to take reasonable care for the Health and Safety of him/herself and of other persons who may be affected by his/her acts or omissions; and to co-operate with the Council to ensure that any requirement under the Health and Safety at Work Act 1974 is performed or complied with.

Post-Entry Training: Staff are required to make themselves available for training relevant to their present or future responsibilities. All required training is funded by Shetland Islands Council. Please see the Workforce Development Policy for more information on funding. You have the right to request the availability of training facilities to assist you to better perform your existing responsibilities, or possible future responsibilities, in the service of the Council. All new employees will be provided with council-wide and service based induction training.

Flexible Working: The Council has a Flexible Working Policy. Shetland Islands Council has extended the right to request flexible working arrangements to all employees irrespective of the length of service. All applications will be given careful consideration in line with this policy and legislation, and implemented where operationally practicable. The Council is committed to providing a variety of flexible working arrangements for its workforce. However, both management and employees will require to be realistic and recognise that the full range of flexible working options will not be appropriate for all jobs across the organisation due to the nature of the services the Council provides.

Long Service Award: 7.5 days additional leave will be granted to employees in their 25th year of service. However, the current provision of a payment equivalent to a month's salary will continue for those Senior Managers who have completed 20 or more years service by midnight on 11 September 2011.

Note to Applicants:- This summary is for your information only and does not form part of the Contract of Employment.

Human Resources, Corporate Services, Shetland Islands Council