

SCHEDULE OF TERMS AND CONDITIONS OF EMPLOYMENT

APT & C STAFF – APTC/1/00

1. CONDITIONS OF SERVICE

Your terms and conditions of employment are in accordance with:-

- (a) the Scheme of Pay and Conditions for Scottish Local Government Employees (The Red Book Parts 1, 2 and 3, Appendix 2 to Part 3 and Part 4);
- (b) certain additional terms and conditions determined by the Strathclyde Fire Board, contained in Circulars and Administrative Procedures issued by the Director of Personnel and Training; and
- (c) any special conditions referred to in the covering Letter of Appointment.

Full details of the terms and conditions at (a), and (b) above are available for inspection in the Personnel and Training Department.

2. CONTINUOUS SERVICE

For the purposes of entitlements regarding annual leave, the occupational sickness scheme and the occupational maternity scheme continuous service will include previous continuous service with any public authority to which the Redundancy Payment Modification Order (Local Government) 1983 (as amended) 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.

3. ANNUAL LEAVE

The annual leave year is 1 January to 31 December. All leave must be taken within the period 1 January of the year to which it relates and 31 January of the following year. Any leave not taken by 31 January will be forfeited.

Annual leave entitlement is based on completed years of continuous service at the commencement of the leave year as follows:-

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1 – 4 years	20 Days
5 – 9 years	25 Days
10 or more	28 Days

For continuous service of less than 1 year or broken service the entitlement will be proportionate as follows:-

Complete months of continuous service in Current Leave Year	(20 days)	(25 days)	(28 days)
1	2	2	2
2	3	4	5
3	5	6	7
4	7	8	9
5	8	10	12
6	10	13	14
7	12	15	16
8	13	17	19
9	15	19	21
10	17	21	23
11	18	23	26

Employees leaving the service of the Board for reasons other than dismissal for misconduct will be granted before leaving any proportion of annual leave due, as per the above tables, provided that if at the request of the Board or through unavoidable circumstances such leave cannot be granted the employee shall be paid an allowance in lieu.

4. PUBLIC HOLIDAYS

In addition to annual leave employees shall be granted 12 public holidays per annum. For employees engaged on nightshift working the public holiday shall be defined as that complete shift which commences on the eve of the public holiday and ends on the day of the public holiday.

As with Annual Leave the Public Holiday Entitlement is proportionate to the number of days worked per week as follows:-

No of Days Worked per week	Pro Rata Public Holiday Entitlement
1	2
2	5
3	7
4	10

The dates of public holidays will be determined each year by Director of Personnel and Training in consultation with local Trade Unions. These dates will be prominently displayed in all offices and depots.

5. SICKNESS ALLOWANCE

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

Continuous Service at commencement of absence from duty	Full Allowance for	Half Allowance for
Less than 26 weeks	Nil	Nil
26 weeks 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

In order to qualify for payment of sickness allowance employees must notify their immediate supervisor of any absence, including the reason and likely length, as soon as possible and not later than 1 hour after the normal commencement of work. Employees who work shifts, work part-time or job share must notify absence immediately and not wait until the next day that they are required to work.

Full details of the Sickness Allowances Scheme are available as outlined in Section 1 of this Schedule.

The Board is committed to managing absence through the recording, monitoring and reviewing of levels and reasons for employee sickness absence. The performance and attendance of all employees will be monitored and records will be kept for each individual employee.

6. MEDICAL EXAMINATION

The Board reserves the right to require any employee to undergo a full medical examination, and / or x-ray examination, either pre-entry or during service, where it is considered appropriate. (Subject to the provisions of the Access to Medical Reports Act 1988, where applicable).

7. WORK LOCATION

Your work location will be as detailed in your offer of appointment. However, you may be required to transfer from that place of work to such other place of work in the Board's service as may be considered reasonable after consultation with you and, if necessary, your Trade Union.

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8. NOTICE REQUIREMENTSEmployer

The minimum periods of notice to be given by an employer are governed by the Employment Rights Act 1996:

Continuous Service	Period of Notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
Twelve years or more	Not less than twelve weeks

Employee

The minimum period of notice to terminate a permanent appointment will be 4 weeks, in writing.

If you fail to give or serve the prescribed period of notice, the Board may offset against any amount (including accrued holiday entitlement) due to you, a sum for the period of notice not served.

9. PAY ADJUSTMENTS

Notification of future pay changes will be contained in you pay slip.

In the unlikely event of any overpayments being made to you due to any error, these will be recovered directly from your pay after consultation with you, and if necessary, your Trade Union. Similarly, repayment of any underpayments will be made directly into your pay. In this connection it is incumbent on you to notify your immediate supervisor if you suspect any errors in payment whether these are under or overpayments.

10. LOCAL GOVERNMENT PENSION SCHEME

You will automatically be included in the above Scheme, unless you elect to opt out.

Should you require further information on the Scheme or information on opting out of the Scheme, you should contact the Finance Officer at Brigade Headquarters.

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11. GRIEVANCE PROCEDURES

If you have any grievance regarding your employment at any time you should bring your grievance to the attention of your immediate supervisor. Subsequent steps are explained in the Grievance Procedures.

12. DISCIPLINARY PROCEDURES

The Disciplinary Procedures applicable to your employment and rights of appeal thereunder are available as outlined in Section 1 above.

13. EQUAL OPPORTUNITIES

The Board is an Equal Opportunities Employer and its policy in this respect aims to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including race, colour, nationality or ethnic or national origins, religion, sex, sexuality, marital status or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Full details of the policy are available from the Equal Opportunities Officer at Brigade Headquarters.

14. COLLECTIVE BARGAINING

The Board, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. It is recommended that you be in membership of a trade union which will negotiate on your behalf and represent your interests.

Your negotiating body is the Scottish Joint Council for Local Government Employees.

15. DUTIES OF POST

The duties applicable to your post will be prescribed by your Head of Department or other nominated person who will also exercise supervision over your services.

If the circumstances so require, you may be employed on other duties, appropriate to your grade, in your own or another department, after consultation with you and, if necessary, your Trade Union.

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16. CHANGES TO TERMS AND CONDITIONS

Future changes in the terms and conditions of employment given in the Scheme and other documents referred to in Section 1 above will be recorded in these documents. Your terms and conditions will be deemed to have changed accordingly.

Notification of such changes will be either in writing directly to you, through your payslip, in Circulars issued by the Director of Personnel and Training, or by such other method as deemed appropriate.

Any queries on your terms and conditions of employment should be raised with your immediate supervisor.

17. MATERNITY LEAVE

The rights of pregnant women to maternity leave and pay are in accordance with the Scheme referred to in section 1 above. Full details are available in a handout within the Personnel and Training Department. It is important that employees who are or become pregnant read and understand this document.

18. JOB SHARING

The Board operates a Job Sharing Scheme in terms of which appropriate posts may be shared between two Job Sharers. Full details are available in the Personnel and Training Department.

19. GROUP LIFE ASSURANCE

A non-contributory Group Life Assurance Scheme is in operation which provides a benefit to the dependants of employees who die while in service of one year's salary or £6,000 whichever is the greater. A proportionate amount will be paid to part-time / job sharing employees. Entry to the scheme is dependent on holding a permanent appointment and being aged below 65 years.

20. TRAVEL AND SUBSISTENCE

Travelling and subsistence expenses incurred while on official duty will be reimbursed in accordance with the Travelling Expenses and Subsistence Allowances Scheme.

21. SMOKING IN THE WORKPLACE

The Board recognises the health issues associated with smoking not only for smokers but also for non-smokers. Accordingly smoking in the workplace is only permitted in specifically designated areas.

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22. CHANGE OF HOME ADDRESS / TELEPHONE NUMBER

Any alteration to home address and / or telephone number must be notified to your immediate supervisor.

The above summary of your Terms and Conditions of Service is prepared for guidance only and should not be interpreted to supersede the Board's full Terms and Conditions of Service as referred to in Section 1 above, full details of which are available in the Personnel and Training Department.