

SUMMARY OF MAIN LOCAL GOVERNMENT TERMS AND CONDITIONS



The following notes do not form any part of any contract of employment and are given for general information only.

Terms and Conditions of Employment

During your employment with East Renfrewshire Council your terms and conditions of employment will be in accordance with the existing collective agreements of the Scottish Joint Council for Local Authorities' Services as applied by the council together with certain additional terms and conditions agreed by the council.

Payment of Salary

Employees are paid four weekly by bank transfer.

Political Restriction

In terms of the Local Government and Housing Act 1989, posts within the authority are politically restricted. Where a post is politically restricted this will be specified in the application pack and contained within the Job Description & Person Spec. The appeals procedure does not apply.

Further information on politically restricted posts is available from the Director of Business Operations and Processes.

Hours

Normal hours of work are 35 hours per week, exclusive of meal breaks. The normal office hours within the council HQ and other main office locations are 8.45am - 4.45pm Monday to Thursday, 8.45am - 3.55pm on a Friday with 50 minutes unpaid lunch break daily.

Depending upon the needs of the service, staff in Hybrid roles will typically work from home for up to 40-60% of the time where the needs of the service can still be met. Please note this is a non-contractual arrangement.

Due to the nature of your appointment, you may be required to work hours in addition to and out with the above pattern.

Annual Leave

The leave year runs from 1 January to 31 December. Annual leave entitlement is calculated on contracted hours and increases by length of service.

Full Time Employees

Annual Leave Entitlement Table		
Completed years of service by 1st January	Annual leave entitlement (full time equivalent, 35 hour contract)	Annual leave entitlement (full time equivalent, 37 hour contract)
Less than 12 months	161 hours	170.5 hours
1 year	168 hours	178 hours
2 years	175 hours	185 hours
3 years	182 hours	192.5 hours
4 years	189 hours	200 hours
5 years	196 hours	207.5 hours
6 years	203 hours	215 hours
7 years	210 hours	222 hours
8 years	217 hours	229.5 hours
9 years	224 hours	237 hours
More than 10 years	231 hours	244.5 hours

In addition to annual leave, employees shall be granted 10 general and public holidays as determined by the council.

There are 10 fixed public holidays.

1st January (or next working day if this falls on a weekend)

2nd January (or next working day if this falls on a weekend)

Good Friday

Easter Monday

First Monday in May

Last Monday in May

Last Monday in September

Friday before the last Monday in September

25th December (or next working day if this falls on a weekend)

26th December (or next working day if this falls on a weekend)

The full time entitlement to public holidays is 70 hours (or 74 hours for a 37 hour contract).

Full time employees on a standard Monday to Friday work pattern (Monday to Thursday, 7 hours 10 minutes and Friday, 6 hours 20 minutes) receive public holidays as they fall.

Full time employees who work an irregular work pattern (e.g. compressed hours or shifts) may require an adjustment to their annual leave balance depending on how the public holidays fall in relation to their working pattern.

Part time employees - entitlement to public holidays and annual leave is pro-rated

All employees, except term-time employees, will be allowed to carry over up to a maximum of 35 hours or 37 hours (depending on contract type) can be carried over into the next year without manager approval. This is pro-rated for part time employees. Employees may also request to borrow up to 35 hours or 37 hours (depending on contract type) from their annual leave entitlement the following year. This is pro-rated for part time employees.

Term Time Working

Staff employed on term time conditions receive an annual salary that includes a payment in lieu of annual leave and public holidays and accordingly the provision of taking annual leave does not apply to term time staff.

Sickness Absence

We operate an enhanced sickness benefit scheme as detailed in the terms and conditions of employment for Local Government Employees as applied by the council.

Pension Scheme

The council operates a pension scheme in accordance with the Local Government Pension Scheme Regulations. Employees with a contract of employment for 3 months or more are automatically included in the scheme although there is a right to opt out.

Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Full details of the terms and conditions relating to pensions and the LGPS are available at www.spfo.org.uk

The main benefits are:-

- A pension based on your career average salary
- A pension that increases each year in line with price inflation
- The ability to exchange some of your pension to provide a tax free lump sum
- Lump sum death in service protection of three times your pay
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death in service or after retirement

Code of Conduct

East Renfrewshire Council recognises that the public has a right to expect the very highest standards of conduct from all employees. In this connection a Code of Conduct has been prepared by the council as a result of the adoption by COSLA of the National Code of Conduct for all employees.

The paramount objective of the Code is to lay down guidelines for employees to assist them to maintain and improve standards and protect employees from misunderstanding or criticism. In addition, it is to reassure those with whom the council comes into contact, whether as customers, suppliers or as members of the community, about the integrity of East Renfrewshire Council and all its employees.

Equality of Employment

East Renfrewshire Council is committed to promoting equality of opportunity. The aim of the council's policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including:

- age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, responsibility for dependants, employment status, political belief or trade union activity or is disadvantaged by condition or requirement that cannot be shown to be justifiable.

This policy will apply to the recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and, terms and conditions of employment. The council will pursue practices designed to promote equality and eliminate discrimination and will regularly review their effectiveness.

Right to Work

All applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here - <https://www.gov.uk/prove-right-to-work>

Employee Benefits

In addition to excellent terms and conditions of employment, the Council offers access to a range of employee benefit schemes. These include:-

- ♦ Voluntary health care scheme
- ♦ Discounted leisure membership
- ♦ Employee counselling service
- ♦ TUSKER salary sacrifice car benefit scheme

Complaints

Any complaints relating to the recruitment process from applicants should be directed to the standard council complaints process on the internet. Complaints should be logged via the complaints portal <https://www.eastrenfrewshire.gov.uk/make-a-complaint> they will then be passed to the HR manager to investigate and respond at first stage. Second stage complaints are dealt with by the Head of HR & Corporate Services.



our values

