



GENERAL CONDITIONS OF SERVICE

1. SALARY

Salary is paid monthly, on the 15th of each month, two weeks in arrears and two weeks in advance, by bank credit into an account of the employee's choice. Increments are paid annually on 1st April subject to six months' service in the post at that date, until the maximum of the scale is reached, and subject to satisfactory service during the preceding period.

2. ENGAGEMENT POLICY

A copy of the Engagement Policy and Procedures applicable to your employment will be provided at, and as part of your induction. Your employment by the council is subject to a 'settling in' period of 6 months, during which time you will be required to demonstrate to the organisations satisfaction your suitability for the position in which you are employed. This period may be extended at the organisations discretion and is without prejudice to the organisations right to terminate your employment before the expiry of the 'settling in' period

Details of the Engagement Policy can be obtained from Personnel & Payroll via email personnel&payroll@carlisle.gov.uk

All new employees will engage with our Corporate Training Programme. That provides mandatory training courses that must be attended during the probationary period

3. OFFICE HOURS

Civic Centre staff enjoy flexible working hours in line with the flexible working policy

A 37 hour 5 day week is worked, unless otherwise specified.

4. ANNUAL LEAVE - LONG SERVICE

Calculation of annual leave entitlement is based on length of continuous service with one or more local authorities immediately prior to the commencement of the leave year.

<u>Length of Service</u>	<u>Days Leave</u>
Up to 5 years	23
Over 5 and up to 10 years	28
Over 10 and up to 15 years	30
Over 15 and up to 20 years	31
Over 20 years	33

Local leave consists of:

Good Friday	Autumn Bank Holiday Monday
Easter Monday	Christmas Day
May Day	Boxing Day
Spring Bank Holiday	New Years Day

You should note the following:

4.1 The annual leave entitlement includes three extra statutory holidays.

4.2 On those occasions when Christmas or New Year holidays fall in such a way that only one day intervenes between the holiday and a weekend, staff will be required to take this day as a deduction from Annual Leave, should the Council wish the Civic Centre to remain closed.

5. SICKNESS PAYMENTS

In the case of absence from duty owing to illness, including injury or other disability, a sickness allowance is paid by the Council in accordance with the following scale:

	<u>Full Pay</u>	<u>Half Pay</u>
During the 1st year of service	1 month	2 months (after completing 4 months service)
During the 2nd year of service	2 months	2 months
During the 3rd year of service	4 months	4 months
During the 4th & 5th year of service	5 months	5 months
After 5 years of service	6 months	6 months

While on full pay any statutory benefits are included. For further details please contact personnel&payroll@carlisle.gov.uk

6. PENSION SCHEME

Employees are eligible to join the Council's Pension Scheme (LGPS).

The Scheme is contributory and the employee's contribution is based on salary and any contractual additions. For part time employees, the contribution is based on the actual wage earned and any contractual additions.

Arrangements exist for the transfer of previous pension rights from another local authority or from certain other public bodies and pension schemes.

YOU WILL BE AUTOMATICALLY INCLUDED IN THE LGPS UNLESS YOU CHOOSE TO OPT OUT.

7. PRE-EMPLOYMENT MEDICAL

You will be required to complete a personal online medical questionnaire and, in the light of the information supplied it will be decided whether there is a need for a full Health Surveillance

8. ASYLUM AND IMMIGRATION ACT

All employees joining Carlisle City Council will be required to provide proof of their right to work in the UK before starting work.

9. DISCLOSURE AND BARRING SERVICE CHECKS

Certain jobs have been identified as requiring a Disclosure and Barring Service check of a level appropriate to the work being carried out. If your job is one such identified, the checks will be made before starting work.

10. PERIODS OF NOTICE

The periods of notice which you are required to give and are entitled to receive are as follows:-

(i) Grade I and above

Give: Two calendar months.

Receive: Two calendar months rising by one week for each year of continuous employment beyond 8 years to a maximum of 12 weeks.

(ii) Grade H and below

Give: One calendar month

Receive: One calendar month rising by one week for each year of continuous employment beyond 4 years to a maximum of 12 weeks.

11. INTERVIEW EXPENSES

Actual expenses incurred by candidates attending for interview will be repaid up to a maximum of £8.71 Lunch; £14.21 Dinner (for journeys terminating after 6.00 pm); £67.00 (exclusive of VAT) Bed and Breakfast; Full rail fare (2nd class).

Candidates are expected to take advantage of "saver" returns wherever possible if travelling by rail. If candidates use other forms of rail fare, then evidence of this must accompany any claim. A receipt for meals must be produced before payment is made.

Unreasonable refusal of an offer of appointment or withdrawal of application may lead to expenses not being paid. The expenses of a successful candidate will not be paid until the commencement of employment.

12. RELATIVES OF MEMBERS OF THE COUNCIL

Each applicant must disclose whether to his/her knowledge he/she is related to any member of the Council, or to the holder of any office within the Council or the partner of such a person. Deliberate omission to make such a disclosure will disqualify the candidate, and, if the omission is discovered after appointment, he/she shall be liable to dismissal without notice.

13. MEMBERSHIP OF A TRADE UNION

The Council, 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. For practical purposes this can only be conducted by representatives of the employer and the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisation should be fully representative. The Council is associated with other local authorities represented on the National and Regional Bodies dealing with local authorities services. It is equally sensible for you, too, to be in membership of a trade union representing you on the appropriate negotiating body and you are encouraged so to be.

TRAINING & DEVELOPMENT

In keeping with an ethos of lifelong learning all employees will be encouraged and enabled to undertake further learning.

All Managers are trained to recognise the learning and development needs of all their staff and ensure that the appropriate training is made accessible to them.

We also have a commitment to ensure that all our staff recognise and accept a personal responsibility for providing the highest standards of external and internal customer service.

The Council is committed to ensuring that training is accessible to all employees. We will accommodate and integrate those with particular needs into corporate training programmes. If for any reason this is not possible, alternative arrangements will be made. These include tutored training at the nominee's workplace, modular training, hiring of special equipment or skills, if not already in place, and self-tuition packages, where appropriate.

All newly recruited and newly appointed employees will join the Corporate Training Programme. They will receive a thorough and appropriate programme of induction and initial training during their Engagement Policy period

Any new employees without a level 2 qualification will be expected to engage in further learning with a view to enhancing their qualifications. Full support will be provided. No sanctions will be applied to any employees who do not subsequently achieve higher qualifications.

EQUALITY OF OPPORTUNITY

The Council has an equal opportunities policy which seeks to ensure fairness for all applicants and employees in recruitment, training and promotion, regardless of race, religion, sex, age, sexual orientation, marital status, disability gender reassignment, marriage or civil partnership or pregnancy and maternity.

Specific areas of provision include:

- Flexitime and flexible working
- Job share facilities
- Maternity support leave (Paternity leave)
- Adoption leave
- Part time working
- Equal opportunities training
- Dignity & Respect Policy
- Carers leave
- Time off for family emergencies

August 2017 (Updated)