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Introduction

A handbook of national conditions, commonly known as the red book, lists the main terms and conditions for Single Status employees in all Scottish Councils. The handbook contains details of agreements negotiated by the Scottish Joint Council for Local Government employees.

This booklet, approved by the Joint Trade Unions, summarises Fife Council's terms and conditions of employment for Single Status employees which have been agreed locally with the Joint Trade Unions. If there is a difference between a national condition and a Fife Council condition then the local condition listed here is the one that applies. This is usually explained in the text. Further, more detailed guidance, is available on the intranet and from HR.

The terms and conditions contained in this booklet supersede all 'other national provisions' contained in part 3 of the Red Book. Key national provisions contained in part 2 of the Red Book apply in addition to the terms and conditions contained in this document.

Future changes

This booklet is accurate at the date of publication. Terms and conditions contained in the booklet may be varied, removed or added from time to time following negotiation with the relevant recognised trade unions, at either national or local level. Such changes will be incorporated into individual contracts of employment of the relevant employees.

Agreement

These conditions apply to all Fife Council Single Status employees. They were agreed between the Council and the Single Status Unions in March 2007. The Unions involved were UNISON, GMB and the T&GWU.

Purpose

Fife Council aims to be a modern, flexible employer and to deliver services in a way and at a time that suits its customers. The Council aims to demonstrate continuous improvement across all Services and be recognised as an employer of choice. In working towards these aims the Council's employment terms and conditions are designed to promote equality of opportunity and the elimination of discrimination in employment. The package aims to promote excellence in

service delivery and includes progressive measures to assist employees maintain a healthy work/life balance.

General

The text details the terms and conditions of employment as they affect permanent full-time employees. For conditions related to contracted hours, for example holidays, part-time employees receive pro-rated entitlements.

Standard Working Week

The standard working week for a full-time employee is 36 hours. The times within which these hours are worked will vary according to Service requirements.

The Council recognises the need for employees to take reasonable breaks within their working hours.

All working patterns must comply with the working time regulations and any other relevant health and safety laws.

Pay

Pay scales are published when changes are agreed nationally. The current scales can be found in the document PY50 Pay Scales.

Payments

Payments are made, in arrears, by direct credit transfer to a bank or building society.

Placement on Appointment

Salary placing on appointment is normally to the minimum point of the grade unless exceptional circumstances apply.

Placement on Promotion or Regrading

On promotion or regrading, salary placement is normally to the first point that provides an increase in pay.

Incremental Progression

Salary progression on the grade is by one incremental point each 1st April until the maximum point is reached. The first incremental increase following

appointment, promotion or regrading is awarded at the next 1st April or the day following 6 months service from the event, whichever is later. All incremental progression is subject to the provision of any agreed salary progression arrangements.

Flexi-hours

The Council operates a flexi-hours scheme. The arrangement of hours which employees work must fit in with the needs of their Service. As long as this requirement is met, employees may normally work their hours in a way that suits them. The scheme will be available to all employees where possible.

Employees who wish to adjust local arrangements on flexi-hours must agree these with their manager. Managers wishing to make service related changes must consult with the employees and, or, the relevant Trade Unions on any proposal.

Basic flexi-hours apply for the current working day bandwidth: Monday to Friday 7am to 8pm. Flexi-hours rules can be varied by and within a Service to ensure business needs are met. Services may vary the following parameters:

- Flexi-hours bandwidths may be selected within the hours of 7am to 8pm.
- Core periods may be set to match Service and customer requirements.
- The scheme can be expanded to include Saturday and Sunday.

Employees can carry forward 18 hours from one accounting period into the next. Employees will be allowed up to 15 flexi-leave days a year. There will be no set maximum number of flexi-leave days that employees can take in any accounting period. An accounting period is four weeks. Employees must agree these flexi-leave days with their managers.

If employees are asked to work hours beyond the normal working week of 36 hours and this cannot be accommodated within any flexible working arrangement applying to that employee, these hours will be treated as overtime.

Employees who misuse or abuse flexi-hours, for example by having a consistent deficit in hours, may be removed from the scheme.

Other Flexible Working Arrangements

Employees may request to work flexibly or request changes to their work patterns. Managers must carefully consider any request. Any flexible working arrangement can be agreed so long as the needs of the Service and colleagues are also met.

Two main objectives should be met by any arrangement agreed:

- to improve the service we offer to customers, and
- to allow employees to work in a pattern that suits them.

Managers and employees must keep both these objectives in mind as they explore proposals.

Any flexible arrangement agreed will cause a contractual change. The change must be recorded in writing. The effects on any other contractual conditions, such as annual leave entitlement, standard day and sick pay must be included.

Guidelines on various flexible-working arrangements are available; these will not be exhaustive. Examples of the kinds of request that might be made include:

- compressed hours,
- changes to where the work is done or working at home,
- changes to when the work is done,
- annualised pay where hours worked varies over the year,
- reductions or increases in hours,
- sharing the work with another employee, and,
- unpaid career breaks.

Time off for Medical Appointments

Where there are flexible working arrangements in place, employees are expected to avoid appointments to attend medical and other important personal business during their core working hours. Where this is unavoidable, or there is no flexible working in place, reasonable time off with pay will be granted for preventative medical appointments and Services have discretion to extend this arrangement to other exceptional circumstances.

Sickness Payments

Duration of sickness allowance depends on your length of service as outlined below:

Less than 6 months – 0 weeks full pay and 0 weeks half pay.

6 months – 1 year – 5 weeks full pay and 5 weeks half pay.

1 – 2 years – 9 weeks full pay and 9 weeks half pay

2 – 3 years – 18 weeks full pay and 18 weeks half pay

3 – 5 Years – 22 weeks and 22 weeks half pay

5 or more years – 26 weeks full pay and 26 weeks half pay.

If you have less than 26 weeks service, you will not be entitled to receive sickness allowance but you may be eligible to receive Statutory Sick Pay.

Further information on this subject is contained in the Council's Attendance Management Policy and Guidelines.

Time off in Lieu and Overtime Premium

Where possible, work should be completed within the normal working week. If it is unavoidable additional work should be absorbed in one of three ways.

These are, in the order that they should be used:

1. Flexi-hours/flexible working
2. Time off in Lieu (TOIL)
3. If the work cannot be done in either of the first two ways, pay for additional hours of work.

TOIL will be provided at the same rate as overtime pay.

Overtime applies if the additional work is instructed by a manager and where it cannot be absorbed by flexitime/flexible working or TOIL, as follows.

- Additional hours worked by any employee up to 37 hours in a week will be paid at plain time, or at the rate for unsocial hours if applicable.

- Overtime premium at time and a half will be paid for any hours worked over 37 in a week.
- Overtime premium at double time will be paid for hours worked on a public holiday.
- Pay will be based on the rate for the job being done.
- Employees in more senior positions, because of the greater discretion on where and when work can be done, are expected to be able to work some additional hours on occasion without this being treated as overtime. Payment at the appropriate overtime rates should only be made where compensation for working additional hours cannot be accommodated through flexi-hours or TOIL at the appropriately enhanced level.

Standby Arrangement and Call Out Arrangements

Standby

All employees on standby are expected to return to work if they are needed during the standby period. This arrangement may be part of their contract or an informal, voluntary agreement with their manager.

Standard payments for each period on standby apply to all Single Status Employees. There are two levels of payment: -

- a set payment for each 24 hours.
- a set payment for each overnight standby.

The current rates are listed in the document PY50 Pay Scales. Rates will change in line with national awards.

If employees on standby are called out to work, they will be paid for the hours worked at the appropriate rate. This will normally be the overtime rate and will be at the appropriate grade for the standby duties and responsibilities. This means that more senior employees undertaking standby will be paid at the level that employees normally undertaking the standby role get paid.

If an employee is required to be on standby on a public holiday a day off with pay should be granted at a later date.

Employees will be paid for the time at work. Working time is rounded up to the next quarter hour.

Call Out

Employees not on standby who are called out and agree to return to work will be paid the overnight standby rate in addition to payment for the hours worked. Where these hours are in addition to the standard 36 hours for the week, overtime rates will apply.

Telephone Disturbance Allowance

A weekly telephone disturbance allowance is payable providing at least one telephone call is received where work must be done outside of normal working over the phone during any given week while on standby (Monday to Sunday inclusive). Current rates are given in the document PY50 Pay Scales.

- A telephone call that simply calls an employee out does not qualify for the telephone disturbance allowance.
- The telephone disturbance allowance is for those occasions when an employee spends time on the telephone and is in effect working from home.
- The allowance paid is a weekly rate: it is payable only once in any week.

Unsocial Hours - Adjustments to Pay

Unsocial hours are defined as the weekday hours after 8pm and before 7am and all the hours on Saturdays and Sundays. Work during unsocial hours will be paid at time and a third unless it is overtime work.

Work on a Public Holiday

Work on a public holiday as part of the normal working week will result in:

- normal pay equivalent to a day's public holiday (7.2 hours for an employee working a 36 hour week) and double time as pay or time off in lieu of the hours worked, or
- pay at double time for the hours worked and a day off in lieu equivalent to a day's public holiday.

The selected option should be agreed in advance.

Higher Duties Allowance

Employees who are instructed by their manager to undertake the duties of a higher graded post will receive the grade for the higher post, if the full duties (or as comprehensive a range as could be reasonably expected) are undertaken. Otherwise, pro-rated amounts may be awarded. If the acting up duties are required immediately, to prevent failure in service delivery, no qualifying period before payment applies. In other circumstances the work must be done for more than five working days before the allowance will be paid, although it will be applied retrospectively from the beginning of the period of undertaking the higher duty.

Temporarily Working from Another Workplace

Employees are expected to travel to any place of work within Fife that is the same distance, or closer, to their home than their normal place of work without any extra payment.

Employees who travel to a new workplace that is further away from their home than their normal workplace can claim some travelling expenses if they do not use one of our vehicles. A payment to compensate for their extra travelling time will be made.

Current rates are given in the document PY50 Pay Scales.

Transferring to a Different Workplace

If the Council changes an employee's normal place of work and they have to pay more for travel as a result, the additional costs of travelling to their new place of work by public transport for up to four years will be paid. If their normal place of work is changed during this time, we will recalculate their travel allowance.

Travel for Work

The use of pool cars and public transport by employees required to travel for work is encouraged. If it is more practical or cost effective and has been agreed by management, employees can agree to use their own vehicles for occasional business travel. The Council will pay Her Majesty's Revenue and Customs (HMRC) approved mileage rates to employees who travel on Council business in

their own cars. Any private vehicle used must be taxed and insured for business use.

Additional payments will be made for passengers.

Heads of Service can approve travel expenses for journeys outwith Fife. These will normally be based on the cost of the most economic method of travel.

The Finance Service publishes the current rules and rates. Please see the Financial Regulations for details. The expenses claim form and rules are also available from the Finance Service.

Sleep-in Payments

Sleep-in payments are paid for the inconvenience of not being free to sleep at home or other place of your choice. A sleep-in covers the period between a waking backshift finishing and a waking day shift starting.

Sleep-in payments will be paid according to the National Conditions of Service.

First Aid

There is no extra payment for employees who must be qualified in First Aid if this is a specific job requirement. Employees who are qualified in First Aid and designated to provide first aid as an extra responsibility will be paid according to the National Conditions of Service. The current payment is given in the document PY50 Pay Scales.

Previous Allowances

Allowances, previous payments or benefits not covered in this document ended when this agreement came into effect. However, it has also been agreed between the Council and the Trade Unions that, when a case can be made for specific allowances, these will be the subject of joint consideration. This ensures that any Service variations in the benefits that employees receive, particularly in relation to matters covered by the new terms and conditions, are avoided. The agreement does not set aside all previous contractual working arrangements and obligations and where there is a desire to effect change in these areas, proper review and consultation will be undertaken before existing arrangements are amended, extended or withdrawn. Details of any allowances

that are reinstated or introduced, following consultation with the Trade Unions, will be published on the intranet and, normally, in PY50 Pay Scales.

Benefits

Employees have access to a benefits package that offers discounts on a wide range of products and services. Details of the current package are available on the intranet.

Annual Leave

Employees (who work a five day week) with less than five years' service will get 25 days of annual leave per year. Employees, who have five or more years' service, will get 30 days of annual leave. The additional leave will apply from the anniversary of the employee's start date. This may mean a partial entitlement in the initial year of the additional entitlement if a fixed leave year is being used.

The Council will set a "leave year" within which the entitlement should be used.

If employees work a flexible pattern, for example they work different hours each day, their leave entitlement will be converted into hours. This means employees will know exactly how much leave they are due if they work more or less hours than a 'normal' day.

Employees can carry over five days' leave (full-time equivalent) into the next leave year to use at any time during the year. Managers can agree requests to carry over more than five days in exceptional circumstances.

Services should set rules for booking and agreeing annual leave. Services may place limits on the time(s) of year when leave may be taken, if required for operational reasons. Any changes to current arrangements for managing leave should only take place after the normal consultation process.

Any pattern of annual leave agreed in a year must comply with the working time regulations and any other relevant health and safety laws.

Emergency Leave

In addition to statutory rights, employees have the right to take emergency leave (annual or flexi) on two occasions annually. Normal booking arrangements need not be followed. Managers must be advised in advance of the

circumstances causing the absence unless this is impossible in the circumstances. If this is the case, contact must be made as soon as possible. Up to a full day's leave may be taken on each occasion. Emergency leave is taken from normal annual leave entitlement or flexi-hours credit.

Public Holidays

There are 8 fixed public holidays each year. Entitlement to public holidays is calculated annually based on the proportion of the year in employment. Employees who are part-time and/or work irregular hours accrue a proportionate entitlement. Employees who normally work on the day of the week which is nominated as a public holiday will have that day treated as a holiday to be deducted from their total holiday entitlement. Employees not scheduled to work may use the entitlement flexibly. A calculation of entitlement will be done for employees who start or leave during the holiday year. The balance of entitlement will be added or removed from the total leave entitlement for the year.

A Service may substitute designated public holidays to suit local conditions and efficient service delivery. Formal consultation will take place. Substitution may be for the whole Service or limited to identified sections or locations.

Further guidance on public holiday entitlements can be found in the document LV57 HR Guide to Holiday Entitlements.

Notice Period

Employees must give four weeks notice if their post is graded FC7 or below. Employees must give eight weeks notice if their post is graded FC8 or above. Notice should be given in writing. These notice periods also apply when leaving one Fife Council job to take up another post in the Council unless a different period is agreed by all involved.

Temporary employees in contracts of less than 6 months must give at least 1 weeks' notice. Other temporary employees must give the same notice as a permanent employee on the same grade.

If a different notice period is stated in the contract or offer letter, then this will usually apply instead of the standard notice periods noted above.

The Council will give the same periods of notice, or the notice period required by statute, if this is longer, other than in cases of summary dismissal. The Council may give pay in lieu of notice in exceptional circumstances.

Restrictions on Political Activity

Posts that are designated as politically restricted within the terms of Section 2 of the Local Government & Housing Act 1989 must abide by the following. The Local Government Officers' (Political Restrictions) Regulations 1990 provide that the terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations. For full details see the Council's [key governance documentation](#).

References to “the appointee” in the Schedule apply to employees, and employees are subject to the restrictions in parts I and II. Part III only applies to political assistants.

The principal effects of the restrictions are:

- i an employee who wishes to stand for election as an MP, European MP, MSP or Local Authority Councillor, must resign from their post before their intention becomes public knowledge.
- ii an Employee may not act as an election agent or sub-agent while holding the post.
- iii if an employee is a member of a political party, they must not hold any office or be a committee member if this would involve representing the party or local branch or engaging in its general management.
- iv an employee may not canvass for any candidate or political party.
- v an employee may not speak in public, give an interview or publish any written or artistic work which supports or opposes a particular political party or the point of view identifiable as the view of a particular political party (applies to all political parties within the European Community). However, this does not prevent them displaying an election poster or similar document, nor shall it prevent them carrying out the proper duties of their post.

Any breach of the conditions in the Schedule may result in disciplinary action being taken against an employee. Employees unsure in any instance whether

particular acts might be in breach of these conditions, should consult the Chief Executive, who may, in turn, seek advice from the Legal Section.

Further Information

For further information please refer to the following guidance documents for more advice.

- FW11 Flexible Working Guidelines
- FW12 Home-working Guidelines
- FW20 Compressed Working Week Quick Reference Guide
- FW21 Home Working Quick Reference Guide
- PY50 Pay Scales
- WH11 Flexi Hours Rules and Guidelines
- WH12 Working Time Regulations Guidelines

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