NHS Fife

Terms and conditions of service

Terms and conditions of service

Annual Leave

Annual Leave:	27 days on commencement 29 days after 5 years service 33 days after 10 years service
Public Holidays:	8 fixed public holidays

The leave year extends from 1 April to 31 March.

Part time staff will receive a pro-rata entitlement for annual leave and public holidays combined as per the Agenda for Change agreement.

Reckonable service may be credited for annual leave purposes in accordance with the Agenda for Change Agreement.

Sick Pay

Entitlements to Statutory Sick Pay and Occupational Sick Pay will be determined in accordance with the Agenda for Change Agreement. Reckonable service may be credited for Sick Pay purposes providing there has been no break in service of 12 months or more at time of appointment in accordance with Agenda for Change Agreement.

Declaration of Convictions

Under the terms of the Rehabilitation of Offenders Act 1974, many people need not refer to previous convictions which, after a certain period of time, are regarded as spent. Certain posts within the National Health Service, however, are excluded from the provisions of this Act.

At the time a job offer is made candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups (PVG) Scheme Membership
- For all other posts which are subject to a criminal conviction record check – a Police Act Check
- For posts not subject to a criminal conviction check – a self-declaration

Please note you must also notify us of convictions from other countries.

- Failure to disclose convictions information as required will result in the offer of employment being withdrawn. If you are appointed, and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated.

NHS Fife will meet the cost of Protection of Vulnerable Groups (PVG) scheme or Police Act Check applications if this is a requirement of the post. Existing PVG scheme members may require a scheme update and the interview panel should be informed of this. Again NHS Fife will meet costs associated with this.

Information in relation to Scotland's disclosure and rehabilitation of offenders regime can be found on the Disclosure Scotland website www.disclosurescotland.co.uk

Occupational Health Clearance

Any offer of employment is subject to satisfactory Occupational Health clearance. The successful candidate will be asked to complete a Pre-Employment Health Questionnaire. NHS Fife Occupational Health and Wellbeing will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and Occupational Health and Wellbeing may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before any new employee commences employment within NHS Fife. Clearance may be subject to you attending for a Post-Employment appointment and it is vital that you attend this appointment if required.

Entitlement to Work in the UK

NHS Fife is legally obliged to ensure all its employees are legally entitled to work in the United Kingdom. If you are not a United Kingdom (UK) or Irish National, you are required to confirm your right to work in your application.

Certificate of Sponsorship

With effect from 1st January 2021 freedom of movement between the United Kingdom (UK) and the European Union (EU) will end and a new immigration system will operate as defined above under 'Entitlement to Work in the UK'.

The new system will not apply to EU citizens living in the UK by 31 December 2020. They and their family members are eligible to apply to the EU Settlement Scheme and have until 30 June 2021 to make an application.

For further information please visit the UK Visas and Immigration website.

Regulation of Healthcare Support Workers

If this post is a Healthcare Support Worker, your performance must comply with the "Mandatory Inductions Standards for Health Care Support Workers in Scotland" 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained at www.workinginhealth.com/standards/healthcaresupportworkers or from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice.

Clinical Support Workers

If this post is a Clincal Suport Worker, you will be offered the opportunity to undertake an SVQ2 or SVQ3 (dependent on band) in Health and Social Care, approximately 9 months after taking up post. It is expected that you complete this qualification, which will be fully funded by NHS Fife. Your Line Manager will provide you with more information once you are in post

Superannuation

Details on the Pension Scheme are contained with the fact sheet attached.

No Smoking Policy

NHS Fife operates a No Smoking Policy and it is the case that staff are not permitted to smoke on the premises or during working hours. It is a condition of employment that you comply with these requirements.

Agenda for Change Implementation and Variations to Contract of Employment

Agenda for Change is a nationally agreed remuneration, job evaluation, personal development and terms and conditions framework which will apply to all NHS Scotland staff (except very senior managers and staff within the remit of the Doctors' and Dentists' Review Body). This means that you will be subject to the terms and conditions contained within this agreement and also any subsequent national or local agreements or variations made in respect of Agenda for Change. Such changes will automatically be applied to you and your contract of employment will be deemed to have been amended on this basis.

Job Share

Unless otherwise stated within the job advert applications for this post may be considered on a job share basis. Should you wish to apply on a job share basis please indicate this on a covering letter attached to the application form.

Fife Employment Access Trust

- **Have you experience of a mental health problem?**
- **Want help with the application process for a post with NHS Fife**
- **Would you benefit from some support even after you start work?**
- **Are you unemployed and live in Fife?**

Fife Employment Access Trust (FEAT) ia a well-respected voluntary organisation with more than 23 years experience of supporting people with into employment. They can provide free, independent and confidential support through the whole process of applying for a job and, if successful, for the first few weeks after starting work.

FEAT is independent of NHS Fife and the fact that someone has received support will not adversely affect the recruitment outcome.

For more information on the support available or if you would like to take advantage of the service contact:

Fife Employment Access Trust
Collydean Cottage
6/7 Hanover Court,
Glenrothes, Fife KY7 5SB

www.fifeemploymentaccesstrust.com

Tel: 01592 759371

Email: enquires@f-e-a-t.co.uk

Please do not send completed application form to this address

Auto Enrolment Fact Sheet

What is happening?

The UK Government's aim is for more people to have another income, on top of the state pension, when they come to retire. The basic state pension is intended to be a foundation and you may want more.

Employers are now required to enrol their workers automatically into a pension scheme to make it easier for people to start saving. You will therefore be automatically enrolled into the NHS Pension Scheme from your date of commencement with us.

What does this mean for you?

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website http://www.sppa.gov.uk/

Once a year, (following 2 years qualifying service) a statement is available online (http://www.sppa.gov.uk/) showing how much service has built up in your pension.

You can increase the amount you put in if you want by buying additional pension. For full details please see the Factsheet "Additional Pension" available on the SPPA website http://www.sppa.gov.uk/ The amount contributed by the government in the form of tax relief would also increase.

From 1st April 2019 - 2020, the member contributions are calculated as follows:

Tier	Pensionable Pay Band (whole time equivalent) in 2019/20	Contributions Rate in 2019/20
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Pension contributions are taken off salaries before tax.

In addition, NHS Fife currently contributes 20.9% to an employee's pension.

Please note, these contribution rates may be revised. Any changes will be posted on Dispatch when they become available. On your payslip**,** the figure you will see is your contribution.

The NHS Pension Scheme

After 2 years of membership, an annual online statement will be available from SPPA showing how much pension you have accrued. More information on the scheme can be found at www.sppa.gov.uk

How to opt out

To opt out, you can obtain the relevant opt out form from SPPA's website http://www.sppa.gov.uk/Documents/NHS/NHS%20Useful%20Resources/NHS%20Forms/Opting%20out/OPTOUT%20NHS%202013%20V.1.pdf

Once you have completed it, send it to the Payrolll Dept (see payslip for details).

If your completed opt out form is received within 1 month of your start date you will be removed from the pension scheme with effect from your start date. Any payments you have already made will be refunded and you will not have become an active member of the scheme on this occasion.

If you want to stop making payments at any time after 1 month of commencing employment you can do so by completing the opt out form. Repayment of pension contributions and the calculation of preserved benefits will be arranged by SPPA. Further information on refunds is available on www.sppa.gov.uk - see NHS factsheet.

If you encounter any difficulties in accessing this form, please contact either your Line Manager in the first instance or a member of the HR Department.

HMRC Protection

If you are one of the relatively small number of people who applied for, obtained and still hold a Fixed Protection certificate from HM Revenue and Customs (which protects the total value of all pension benefits you can have at £1.8 million without triggering an excess benefits tax charge) or an Enhanced Protection certificate then you may lose the Fixed or Enhanced Protection if you opt to remain in the scheme. If you currently hold HMRC Fixed or Enhanced Protection you may wish to consider the consequences of further accrual of benefits as this may invalidate your protection. Further information is available from HMRC

A regular reminder

Anyone who opts out will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt out if it's still not right for you.

A commitment from us

If you are under 75, work or usually work in the UK, and earn over £10,000 a year (the amount set by the government for this):

- We must by law continue to maintain your membership of a scheme that meets certain government standards, and
- If your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

Questions you may have:

Will the amounts paid into my pension change?

Yes, the amounts will automatically increase or decrease accordingly if your earnings (exclusive of overtime payments) go up or down.

If I opt out or stop making payments, can I rejoin a workplace pension scheme at a later date?

Yes, you can rejoin a workplace pension scheme. To do so, contact your payroll contact (see payslip for details) in writing by sending a letter, which has to be signed by you. Or, if sending it electronically, it has to contain the phrase "I confirm I personally submitted this notice to join a workplace pension scheme".

What if I want to pay more into my pension?

You can increase the amount you put in if you want by buying Additional Pension. For full details please see the Factsheet "Additional Pension" available on the SPPA website http://www.sppa.gov.uk/ The amount contributed by the government in the form of tax relief would also increase.

What is tax relief?

The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now reduces the actual cost of contributing into the pension scheme. www.direct.gov.uk/workplacepensiontaxrelief

Where can I get further information?

If you have any questions about the pension scheme, contact:

SPPA
7 Tweedside Park
Tweedbank
Galashiels TD1 3TE

Telephone 01896 893000

www.sppa.gov.uk

If you have any questions about your enrolment or contribution levels, contact your payroll contact (see payslip for details).

For information on pensions and saving for later life visit: www.direct.gov.uk/workplacepension

A booklet explaining pension auto enrolment together with Frequently Asked Questions has been published by the Pension Regulator and can be found at http://www.dwp.gov.uk/docs/workplace-pensions-faq.pdf

.

NHS Fife provides accessible communication in a variety of formats including for people who are speakers of community languages, who require Easy Read versions, who speak BSL, read Braille or use Audio formats.

NHS Fife SMS text service number 07805800005 is available for people who have a hearing or speech impairment.

To find out more about accessible formats contact:
fife-UHB.EqualityandHumanRights@nhs.net or phone 01592 729130

NHS Fife
Hayfield House
Hayfield Road
Kirkcaldy, KY2 5AH

www.nhsfife.org

facebook.com/nhsfife
@nhsfife
youtube.com/nhsfife
@nhsfife