

TERMS AND CONDITIONS

1 Weekly Hours

35 hours per week, equivalent to 1,820 hours per annum. This figure excludes unpaid breaks, referring to hours actually worked.

2 Pay Frequency

Salaries will be paid monthly on or around the 28th day of the month.

3 Annual Leave

Annual leave Entitlement

24 days on joining
29 days (mid-point after 3 years)
32 days (full entitlement after 5 years)

Incremental increases are gained in the leave year following achievement of service.

Leave year

1 January to 31 December

Carry Over / Anticipation of Leave

5 days carry over without permission
5 days anticipation with permission

4 Public Holidays

8 days in total

- 5 days fixed (2 x Christmas, 2 x New Year, 1 x May day)
- 3 days designated locally by individual Directorates.

Staff will have the option to work locally designated days. Shift workers get paid at public holiday rates if rostered to work on these days, but other staff choosing to work on these days will not get enhanced payment.

5 Flexitime

Key criteria for the operation of flexitime within SPSA:

<u>Flexi band</u>	7.00 am – 6.00 pm
<u>Core times</u>	10.00 am to 12 noon, 2.00 pm to 3.30 pm
<u>Accounting period</u>	4 weeks
<u>Carry over</u>	Maximum Credit 14 hours (2 days), Maximum Debit 7 hours (1 day)
<u>Flexi leave</u>	Maximum 2 days in any 4 week accounting period.

6 Flexible working arrangements

SPSA will adopt the principles of "Flexible Working Works, Guide to Flexible Working in the Scottish Police Service".

7 Overtime allowances

Eligibility for overtime payments will apply to staff on or below salary spinal column point 32.

Payments for overtime worked will be calculated based on 1820 hours per annum (i.e. equivalent to FTE of 35 hour week).

Plain time rate: This is payment at the normal hourly rate as defined within the normal working week (i.e. 35 hours per week, equivalent to 1,820 hours per annum. This figure excludes unpaid breaks, referring to hours actually worked.)

Time and a half: This is payment at normal hourly rate plus one half. Overtime payments will be at this rate for all instances with the exception of overtime on a public holiday, Sunday or rest day.

Double time: This is payment at double the normal hourly rate. This rate is paid for all overtime on a Sunday or rest day except that time and a half shall also be the overtime rate on a Sunday when Sunday is part of an employee's normal working week. Overtime worked on a public holiday will be paid at double time.

Public Holiday: Double time plus day in lieu.

Heads of Departments will have discretion to allow staff over salary spinal column point 32 to claim overtime at enhanced rates when the business need dictates.

8 Mileage Allowances

SPSA will adopt Police Staff Council (PSC) agreement in respect of payment of rates paid to staff required to use their own car for business purposes.

The above is in respect of car allowance for staff designated and approved as Essential Users and Casual Users and for the public transport rate.

9 Subsistence/ Refreshment Allowance

SPSA will reimburse staff for reasonable claims for out of pocket expenses, which should be receipted.

10 Decomposing Bodies Allowance

No payment will be made by SPSA in respect of Decomposing Bodies Allowance.

11 Training

SPSA will reimburse staff for reasonable receipted claims for out of pocket expenses and mileage allowance with other costs in respect of residential training courses paid directly by SPSA (eg air, rail, car hire, and accommodation).

12 Standby/Callout/Disturbance Allowance/Telephone Disturbance

SPSA will pay staff in respect of the above allowances the rates agreed via PSC. This may however require review to enable SPSA to meet its business needs in support of customer activities.

The nature of the duties and responsibilities of certain staff make it necessary for them to participate in a standby system. This refers to a specific arrangement where staff are required to remain on call outwith their normal working hours and if required be called out for emergency duty. Contracts of employment for such staff will reflect this requirement.

13 Telephone Rental Allowance

SPSA will not pay a telephone rental allowance. Mobile phones will be allocated as required to staff to meet business needs.

14 Relocation Allowance

Payment of reasonable receipted costs up to an overall maximum amount and in accordance with Inland Revenue guidelines.

Allowance to cover the following expenses:

- i) Special leave for property search, moving house etc.
- ii) Travel costs for finding accommodation, visits home
- iii) Removal/storage costs.
- iv) Lodging or property rental.
- v) Legal and estate agent fees for purchase, sale etc.

Repayment period to be set at 3 years if jobholder leaves post, with % repayment after 1 or 2 years.

15 First Aid Allowance

Payments to approved staff at rates agreed via Police Staff Council.

16 Responsibility Allowance

Allowance to be paid on % of duties of higher grade undertaken. Payable from day one to reflect work undertaken.

17 Weekend Working/Night Work/Irregular Hours

SPSA will adopt Police Staff Council rates in respect of weekend working, night working and irregular hours working.

Weekend Working – any member of staff required to work on a Saturday or Sunday as part of the normal working week and where this work is not reflected in the salary scale or terms and conditions of employment shall be entitled to payment at the rate of time and a half for all hours worked.

Night Working – Payment will be made at the rate of time and a third for those hours worked between 2000 and 0800 as part of the normal working week. This allowance will not apply to staff in receipt of shift allowance, irregular hours allowance or to those hours worked on an overtime basis.

Irregular Hours – Staff required to start work or finish work outside the period 1 hour before and/or 1 hour after the normal working hours, defined as 0800 to 1800 inclusive in the period Monday to Friday, as part of the normal working week, will be entitled to an allowance as follows: 7.5% of basic salary for working an average of 4 hours, but less than 8 hours per week, outside the above period calculated over the working cycle; 10% of basic salary for working an average of 8 hours per week or more outside the above period calculated over the working cycle. This allowance will not apply to staff in receipt of night work or shift allowances.

18 Shift Allowances

SPSA will adopt Police Staff Council rates in respect of shift allowances as follows:

Rotating Shifts (3 shifts on a rota basis including a night shift):

Where the total period covered by the 3 shifts over 5 or 6 days a week is 18 hours or more and there are at least 4 hours between 8.00 pm and 6.00 am: 17% of basic salary.

Where the total period covered by the 3 shifts over 7 days a week is 18 hours or more and there are at least 4 hours between 8.00 pm and 6.00 am: 20% of basic salary.

Alternating Shifts (2 shifts on a rota basis not including a night shift over 4, 5 or 6 days a week):

Where the total period covered by the 2 shifts is between 11 and 14 hours and there are at least 4 hours between the starting times of the earlier and later shifts: 12.5% of basic salary.

Where the total period covered by the 2 shifts is more than 14 and there are at least 4 hours between the starting times of the earlier and later shifts: 14% of basic salary.

Note: Alternating shift allowance will be payable when the number of normal office hour shifts does not exceed 50% of the total number of shifts in the rota.

19 Maternity Leave

Payment will be 9/10 pay for 6 weeks, then 5/10 plus lower weekly rate of SMP for 12 weeks followed by 8 weeks at lower weekly rate of SMP.

Staff will be entitled to paid and additional unpaid maternity leave entitlement in accordance with defined criteria which will be in line with statutory requirements.

20 Paternity Leave

Paternity Leave: 2 weeks leave at SPP.

Maternity Support Leave: 2 weeks leave – 1 week at full pay; 1 week at SPP.

Maximum leave cannot be more than 2 weeks aggregated over Paternity/Maternity Support Leave category.

21 Adoption Leave

Payment will be 9/10 pay for 6 weeks, then 5/10 plus lower weekly rate of SMP for 12 weeks followed by 8 weeks at lower weekly rate of SMP.

Reflects entitlement in line with maternity leave.

22 Parental Leave

Up to 13 weeks unpaid leave for a child up to the age of 5 years old or up to the age of 18 for a disabled child after 1 year's service.

23 Other leave including compassionate/time off for dependents and special leave

Leave of up to 5 days at the discretion of the line manager will be available. Further leave in addition to 5 days will be at management discretion depending on the circumstances.

24 Sick Absence

Requirement to have certified leave after 7 days absence.

Entitlement to sickness allowance, dependent upon service at the start of absence, progressing to provision of 26 weeks full pay sick leave followed by 26 weeks half pay, as follows:

	Full Pay	Half Pay
Less than one year	5 weeks	5 weeks
One year but less than two years	9 weeks	9 weeks
Two years but less than three years	18 weeks	18 weeks
Three years but less than five years	22 weeks	22 weeks
Five years or more	26 weeks	26 weeks

For the purpose of calculating sick pay entitlement, aggregated reckonable service will count towards entitlement.

Periods of absence over the preceding twelve months will be aggregated and count towards the allowance.

If an employee is in receipt of other benefits under an occupational pension scheme, only the current period of service with SPSA can be counted.

25 Facility time for TU Activities

Facility time for TU activities will be in place. Key points are summarised below:

Trade Union officials will be entitled to reasonable time off with pay, subject to exigencies, to carry out duties concerned with negotiations with SPSA on relevant matters and any other functions on behalf of SPSA employees which the Chief Executive has agreed the union may perform. Examples of the nature of duties which will be with pay when time off is allowed, include – negotiation/discussion on terms and conditions; working practices; physical conditions of the working environment; recruitment; redeployment; termination of employment; discipline and grievance; induction; facility time; and arrangements for consultation and negotiation.

SPSA recognises that employees who are trade union officials or safety representatives are entitled to be granted reasonable time off with pay, subject to exigencies of service, to undergo training relevant to carrying out these duties.

SPSA will recognise that trade union officials and members are entitled to reasonable time off without pay, subject to exigencies of service, to take part in trade union activities. Although there is no entitlement, SPSA may give time off with pay for designated representatives to attend national conferences of their own trade union.

Safety representatives will be allowed reasonable time off with pay during normal working hours, subject to exigencies of service, to enable them to perform prescribed functions.

26 Funding Professional qualifications/ Membership

Subscriptions paid when relevant to post.

Organisation only pays for one in cases where individual member of more than one body unless more than one qualification is specified as essential in the person specification for the post.

27 Funding Further Education

Funding or part funding if course relevant to post or been identified in appraisal. % repayable if individual leaves organisation within 2 years of completing course.
100% repayment of course fees if failed to pass after one re-sit attempt.

28 Use of Official Vehicles

Staff will as their duties require have the use of an official car for business purposes subject to driving assessment.

29 Special Bonuses

SPSA will not pay special bonuses.

30 Excess Travel Costs

Allowance for agreed excess travel costs will be paid for a 4 year period.

31 Short Notice Changes to rostered shifts/to working days

Rostered Shifts

Short notice changes should only be made in unavoidable circumstances to meet exigencies of the service. When it is essential to alter the planned starting time of a shift, this should be notified to the employee a minimum of 12 hours in advance of the change and whenever possible before the end of their previous period of rostered duty.

When a shift change which alters the original starting time by 3 hours or more is notified less than 48 hours prior to the planned starting time, the employee will be paid at the rate of time and one half for all hours worked on that shift. A requirement to stand-by at home will not be regarded as a notification of a change to the starting time of a shift and will be dealt with under SPSA's stand-by arrangements.

Short Notice Changes to Working Days

Short notice changes to working days should only be made in unavoidable circumstances to meet exigencies of the service. When a shift worker is required, with between 5 and 15 days notice, to work on a day not originally rostered as a working day, they will be paid at the rate of double time for the first day, and time and a half for all hours worked on subsequent days. Where less than 5 days notice is given, double time rates will apply for all hours worked.

32 Recall from Annual Leave/Day Off to Attend Court

Staff recalled to duty to attend court on a rostered rest day or public holiday will be paid at the following rates depending on the period of notice given:

Less than 5 days notice – Staff are entitled to receive compensation by way of payment or time off in lieu at the rate of double time.

Between 5 and 14 days notice – Staff are entitled to receive compensation by way of payment or time off in lieu at time and one half.

15 or more days notice - Staff are entitled to a re-rostered rest day only. Payment is not permitted.