



NORTHAMPTON BOROUGH COUNCIL

TERMS AND CONDITIONS OF SERVICE

Craft Employees April 2013

This document, together with the policies and procedures below, overwrites previous Council, Directorate and other service level agreements that refer to the pay and conditions of the Council for employees covered by the JNC for Local Authority Craft and Associated Employees (Red Book)

Additional Procedures:

- Market Supplement Policy
- Pay Progression Policy

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1. PRINCIPLES

1.1 The conditions of service will operate within a set of guiding principles, which will also inform local agreements:

- a) High quality services delivered by a well trained and motivated workforce.
- b) High quality services delivered courteously, timely and efficiently.
- c) Meets the needs of employees at different life stages and supports life long learning and development.
- d) Meets the guiding principles of the National Agreement for equality, quality, flexibility and stable industrial relations.
- e) Improves the recruitment and retention of employees with the right skills, organised in the right ways.
- f) Clear, consistent, simple and easy to administer conditions of service.
- g) Improve aspects of equality and diversity by removing barriers to work and improving representation and opportunities for contribution.
- h) Works within and recognises financial and service constraints.

1.2 Continued compliance with the Code of Practice on Equal Pay will be achieved through annual monitoring on the basis of gender, ethnicity, disability, age and part time and fixed term workers.

2. SCOPE

2.1 This agreement applies to all employees covered by the Joint Negotiating Committee for Local Authority Craft and Associated Employees commonly known as 'The Red Book'.

2.2 Employee groups specifically not covered by this agreement are:

- Chief Executive
- Directors and Heads of Service
- Employees covered by the NJC for Local Government Services

This agreement differs from that applying to 'Green Book' employees insofar as the grading structure is limited to a range of three levels of craft jobs. Any future change in these jobs shall comply with Council's job equality measures and standard grading structure in place at the time.

3. PAY & GRADING

- 3.1 This section of the agreement sets out the Council's arrangements for the pay and grading of posts within the craft sector of the organisation.
- 3.2 The council will continue to apply any cost of living award that is nationally negotiated and agreed by the JNC for Local Authority Craft and Associated Employees (Red Book). The Council's pay spine, including any locally determined spinal column points, will be increased in line with those pay awards agreed nationally. Spinal column points 22 to 37 will be applicable to qualified craft employees.
- 3.3 The Council's Craft worker grading structure is as follows:

JOB TITLE	LEVEL	JE SCORE	GRADE	SALARY RANGE £
Apprentice	Craft 1	N/A	N/A	Trainee Scheme
Single skill trade	Craft 2	394	4	£19621 - £22958
Multi-task trade	Craft 3	440	5	£22598 - £27052
Multi-task Electrician and Gas Fitter	Craft 4	489	6	£27052 - £30851

The three skilled trade roles are equality tested using the NJC scheme applying to other employees of NBC. Apprentice rates will be determined through the Apprentice Training Scheme.

All craft employees are required to have a trade/skill competence suitable for the work for which they are employed. All employees are required to participate in training schemes covering statutory, policy and awareness issues provided by the employer to improve and broaden skills and other competencies.

All employees are encouraged to take jobs from inception to completion ensuring best use is made of all resources, including their time. This will include such tasks as requisitioning materials and plant, pre measuring the work, liaising with supervisory staff and others over the delivery of goods and programming of works.

Employees in the multi task roles are expected to undertake the complimentary works associated with their jobs, as per the table below:

Core Trade	Multi Task Skills
Plumbing	Blockages, Bath Frames, Bath Panels, Splash Backs, Tiling, Shower Panels/Doors, Patch Plastering, Flooring Repair, Ease and Adjust Door, Shower Rails, Painting, Damp Protection, Guttering, Stacks, Drainage, Tank Stands, Immersion Heaters Electrics
Carpentry	Kitchen Plumbing, Patch Plastering, Tiling, Splash Backs, Painting, Damp Protection, Flooring Repair, Renew W.C. Seat, Secure Property Windows and Doors, Locksmith, Fencing, Fascias, Roofing, Fence Posts, Gates, Gate Posts, Loft Hatch Openings
Plastering	Tiling, Painting, Decorating
Brickwork	Fencing, Fence Posts, Plastering, Painting, Ground works, Paving, Gate Posts, Tiling, Damp Protection, Fire Place Openings, Flues
Roofing	Pitched Roof, Flat Roof, Felting, Lead, Pointing, Gutters, Fascias, Brickwork,
Electricians	Core Drilling, Patch Plastering, Pointing, Immersion Heaters, Drain/Refill Cylinders, Basic Plumbing Repairs
Gas	Core Drilling, Patch Plastering, Pointing, Cylinders, Brick Up Openings, Part P Electrics, Make Safe Plumbing, Cold Water Pipework, Hot Water Pipework, Immersion Heaters, Central Htg/Appliance Installations
Any Trade	Full Recognised Qualification in a Secondary Trade

Pay Progression

- 3.4 Pay progression through increments in each grade will be subject to the Pay Progression Policy where the performance requirements of Craft jobs are defined.
- 3.5 For those staff moving up into a new grade, their first incremental pay progression will be from April 2014. Subsequent progression is governed by the Pay Progression Policy

Starting Pay On Appointment

- 3.6 The starting salary for all appointments (new recruits, employees who transfer within the organisation and employees promoted) is the first point of the new grade. In exceptional circumstances the Head of Human Resources will approve a starting salary above the minimum where it is necessary to meet an existing salary and the candidate can

demonstrate a level of skills and experience that is comparable to existing employees who have progressed through the grade. The approval and reason for it will be recorded on the employee's personal file. Starting salaries will form part of the annual equality audit. Employees who transfer (including redundancy transfers) to an equivalent graded post will transfer over on their existing spinal column point. Employees who move to a lower grade post will move to the spinal column point closest to their existing salary. As grades overlap employees who are promoted to the next grade will receive at least one increment above their current salary.

Market Supplements

- 3.7 The new pay arrangements aims to meet the current and/or market position for most jobs. At certain times some types of jobs are very scarce either because of national shortages or high demand for certain skills. The consequence of this is recruitment and retention problems in the service. In these circumstances market premiums can be paid in order to attract suitable candidates. The Council's policy on Market Supplements is available on the Intranet.

Grade Progression

- 3.8 Each level in the craft structure is a separately evaluated role. For example, a tradesman and multi-task tradesman each have separate evaluation score which recognises the differences in knowledge and skills that the higher level requires. Recruitment can be directly into any job evaluated level grade as long as the knowledge and skill level requirements are met.

Periods of Notice

- 3.9 Periods of notice for resignations are as follows
- Grades 4 and 5 - 1 Calendar Month
 - Grade6 - 2 Calendar Months

4. Moving Into the New Pay Structure

- 4.1 The principle is to most closely match the former earnings. Employees are designated as trade or multi task trade at the point of assimilations. Employees may appeal the designation at the point of assimilation. During the period of protection opportunities will be provided for employees designated Trade to acquire skills enabling them to move to the multitask grade at the end of the protection yeat.

- Employees whose current annual salary is within the grade range will move across to the spinal column point within the new grade which most closely matches their existing salary.
- Employees whose current annual salary is below the first point of the new grade will be moved to the first point of the new grade
- Employees whose current annual salary is above the top of the appropriate grade will be assimilated at the top of the grade.
- Employees on will move to the performance progression policy from April 2015. An automatic increment will be paid to eligible employees on 1st April 2014.

Protection

- 4.2 The period of protection will be twelve months from 1 April 2013 to 31st March 2014. The earnings level to be protected is that which applies immediately prior to the implementation date, and includes all basic and regular contractual allowances but excludes any casual earnings such as casual overtime, stand-by and call out, temporary acting-up allowances or honoraria (these are replaced by alternate schemes).
- 4.3 If pensionable earnings are reduced as a result of this agreement, employees will be advised to contact the pension help line for further information.

5. STANDARD WORKING AND PAY DEFINITIONS

- 5.1 The standard working week is 37 hours. The working week of individual employees may vary from the standard of 37 hours provided that the individual average over a pre-determined reference period does not exceed that standard working week over the same period.
- 5.2 The period for averaging working hours will be the reference period determined by the Working Time Regulations or such other pre-determined operational period up to a maximum of one year, commencing on the 1st January each year. For starters and leavers the part of the reference period or year actually worked is the period used for averaging the first period of employment.
- 5.3 All employees are covered by the detailed requirements of the Working Time Regulations. These regulations specify the minimum standards with regard to:-
- Unpaid rest breaks and how they must be taken
 - Daily and weekly rest periods
 - Night work
 - Maximum working week.
 - Keeping records

Non-compliance with these regulations *and* the associated Council Collective Agreements is a breach of Health and Safety legislation.

- 5.4 Employees' basic pay is the spinal column point reached on progression and is the basis from which calculations on premium payments will be made. The annual salary is the basic pay plus any shift payment or contractual overtime or Sunday allowance. For the purposes of calculation this is also known as normal pay. Monthly pay is normal annual pay divided by 12.
- 5.5 Normal pay is paid for periods of sickness, holiday and all forms of approved paid leave of absence, maternity leave and redundancy payments.
- 5.6 Excluded from the calculation for normal pay are casual additional hours, overtime payments and irregular non-standard payments such as on-call, standby.
- 5.7 All payments made within the definition of normal pay are pensionable.
- 5.8 For starters and leavers who do not complete a calendar month at the beginning or end of their service, payment is made on the basis of the number of completed hours in that part month at normal pay rate (see 4.4 above).
- 5.9 Working hours not attracting premium payments are defined as hours worked on Monday to Saturday, fixed or varied within a fourteen-hour period set between the hours of 05.00 to 12 midnight. The start and finish times for the fourteen-hour period may be different for different services. *For the craft service these are defined as hours worked Monday to Friday between 8.00am to 6pm and Saturday between 8am and 1.00pm.* A core service time may also be established within the fourteen-hour period or, subject to health and safety considerations, the working day may extend up to the fourteen-hour limit. Hours' ranges apply to Sundays but hours worked on a Sunday as part of a normal working week attracts a payment of x 0.5.
- 5.10 Flexi time is standard working and extends to a fourteen-hour day over five days within which a core attendance time will be fixed and for which no shift payment is made.

6. NON - STANDARD WORKING

Overtime Working

- 6.1 Any overtime arrangements must comply with the requirements of the Working Time Regulations in respect of the maximum working week; daily and weekly rest periods.
- 6.2 Overtime premium rates are payable to employees on or up to SCP 32 within Grade 5 for work over 37 hours per week. This excludes shift workers or ad hoc irregular working where hours average 37 per week over the roster period; excepting when the hours worked exceed the average.
- 6.3 Overtime premium rates are time plus one half for Monday to Saturday and double time on a Sunday. The basis for calculating the hourly rate is the basic salary as defined in section 4.4 above. (Any other forms of payment e.g. shift allowance are excluded from the calculation).

- 6.4 The local arrangement provides for the payment of enhanced overtime rates up to the overtime limits specified (SCP 32 within Grade 5). Locally, and subject to mutual agreement, any overtime worked by employees above or below that limit may be banked (at plain time rates) in accordance with time banking scheme arrangements to be taken as holiday as an alternative to payment.
- 6.5 Overtime payments are in full settlement of the overtime worked and do not attract other forms of premium payments.
- 6.6 New rotas and non-standard working patterns may be agreed with employees and their representatives at local level. Payment rates must stay within the terms of NBC conditions of service unless changes are negotiated centrally to apply across the Council.

Stand By and Call Out

- 6.7 The following are definitions to determine whether employees are eligible for a Standby and/or Call Out Payment.

a) Standby:

Employees who are on rostered standby duty to provide services out of hours;

or

Employees who are on rostered standby duty to provide support, advice and guidance out of hours, where appropriate in liaison with other agencies and services and must

- Remain available at all times during the standby period;
- Be directly contactable;
- Remain fit and capable to return to work to undertake duties required;
- Be immediately available to return to work;
- Be able to arrive at work within 30 minutes of being notified.

b) Key Holder

Employees who are key holders and are requested to return to work on an ad hoc basis out of hours, if available to do so, to enable access to Council buildings in an emergency.

c) On-Call

Employees requested, on an ad hoc basis, if they are available to do so, to provide direction over the telephone to enable the maintenance of services and systems out of hours in an emergency.

d) Call Out

Employees who are required to return to work as a consequence of being on a standby duty roster or on an ad hoc basis as a key holder or on-call.

- 6.8 Rostered standby requirements will attract allowances separate and additional to basic salary. Key Holder and On-Call duties are not eligible for standby payments.
- 6.9 Overnight standby will be the period from the end of the normal working day to the commencement of the next working day. For standby periods where normal work does not recommence the next day e.g. public holidays or weekends then the standby period will be two sessions per standby period (i.e. 24 hours).
- 6.10 Standby arrangements will be based on the following principles:
- a) Where a formal standby roster is required this will be planned well in advance to minimise disruption to employees.
 - b) Employees on rostered standby duty must adhere to the requirements set out in paragraph 15.12 (a) above.
 - c) Standby payments will not be made to employees not available for work or off sick.
 - d) Formal recording must be maintained for the period of each call out or telephone call and, where required, the completion of call out tasks must be notified to the manager.
 - e) Standby payments will be fully recompensed in respect of an employee:
 - being available to return to work out of hours throughout a period of rostered standby duty.
 - responding to telephone contacts made in respect of a rostered standby duty covering one or more calls amounting to one hour response time.
- 6.11 Standby payments will be £30 per session. A session is the end of the working day until the start of the next working day. Twenty four hours over Saturday, Sunday and Bank holidays will count as two session (12 hours per session). A full week standby including the weekend amounts of nine sessions.
- 6.12 Call Out payments will be made to:
- a) Employees on rostered standby duty who are required to return to work to provide services.
 - b) Employees on rostered standby duty who are required to provide support, advice and guidance out of hours and who do so for response times in excess of one hour.
 - c) Employees who are designated key holders and are called out, out of normal hours.
 - d) Employees on-call responding to an ad hoc approach out of hours for one or more calls in excess of one hour
- 6.13 A minimum payment of two hours at plain time rate will be made for the first call-out. Travel time payment of up to 30 minutes for each call out will be paid. Travel time will be accumulated and paid to the nearest quarter hour (rounding up/down rules).
- 6.14 Payment above the two hour minimum will be based on an employee's basic hourly rate plus 0.5 on Monday to Saturday and double time on Sunday. These rates apply to both part time and full time employees up to SCP 32 within Grade 5. Plain time rates will apply to employees on Grade 6 and above.

- 6.15 Where the time spent at work breaches the statutory unpaid rest period entitlements defined in the Working Time Regulations, the line manager will provide compensatory, unpaid time off.

7 CHANGING WORKING HOURS

- 7.1 Changes to working hours are best mutually agreed with the employee or arrived at by collective agreement. Other changes, which mean the need for the work has ceased or diminished, may involve redundancy and this will need to be discussed within the context of those policies. Achieving changes to working hours or arrangements through mutual consent or collective agreement will maintain morale and gain commitment for the service improvement.

8 RELIEF / CASUAL ARRANGEMENTS

- 8.1 Casual workers are entitled to the evaluated rate for the job unless they are not required to cover the full duties of the job. If this is the case then a casual worker job evaluated rate must be established. The casual worker is entitled to any allowances arising from non-standard working in the same circumstances as an established employee.

9. PUBLIC AND ANNUAL HOLIDAYS

Annual Holidays

- 9.1 All employees are entitled to a minimum of 26 days annual leave (or pro rata thereof) each completed year. This entitlement rises to 31 days per year (or pro rata thereof) after completion of 5 years' service. The holiday year will be from April to March.
- 9.2 If any employee does not take their full entitlement of annual leave it cannot be carried over to the next year unless the Council has prevented the leave from being taken because of work requirements. If this is the case the employee can carry up to five days leave over to the next leave year, with the agreement of the Head of Service. Managers will make sure that employees get proper breaks by monitoring annual leave. The working time regulations require that minimum of 28 days holiday is taken each year (this allowance includes 8 days public holiday).
- 9.3 In exceptional circumstances and with the approval of the Director the Council can buy back up to 5 days holiday from an employee as long as the minimum holiday entitlement has been taken. Payment will be made at the hourly rate of the employee based on a 37-hour week (or pro rata thereof) and will be subject to usual deductions.

- 9.4 Holiday requests should be booked in advance and can only be taken with the approval of managers, in accordance with the needs of the service. Holiday requests will not be unreasonably refused.
- 9.5 Casual workers are entitled to a pro-rata entitlement to annual leave according to the hours worked in any one-month accounting period. The leave must be taken as paid leave on the same arrangements that apply to established employees.
- 9.6 Further rules in respect of annual leave are available on the Council's Intranet or from the Human Resources Team.

Public Holidays

- 9.7 The Council will be closed on the following eight days, so these will be counted as public holidays and a day off for most employees:

- Good Friday
- Easter Monday
- May Day Monday
- Spring Bank Holiday Monday
- August Bank Holiday Monday
- Christmas Day
- Boxing Day
- New Year's Day

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. Alternatively time off with pay shall be allowed as follows:

- Less than half normal hours worked - half day
- More than half normal hours worked - full day

Faith Days

- 9.8 All employees are entitled to a celebration or faith day to allow them to join in their own religious or cultural celebrations. Managers will give automatic approval. Where circumstances allow (i.e. the Council building/service is open or home work is possible) this day can be swapped for one of the Public holidays, alternatively annual leave, TOIL or banked hours can be used.

Banked Hours Scheme

- 9.9 With the agreement of the service manager any *approved* extra hours worked as TOIL or overtime can be saved and "banked" to be taken as time off in the future. Up to five days a year may be banked. This scheme applies to those employees who are unable to work flexi-

time because of service requirements. Taking banked hours is subject to the same terms of approval and carry over as annual leave.

Special Leave Arrangements

9.10 The Council has policies to provide leave in special circumstances. Details on these may be obtained from the Council's Intranet or the Human Resources Team. Schemes are as overleaf: -

- Compassionate/Bereavement Leave
- Dependency/Domestic Leave
- Unpaid Leave
- Pre-retirement special leave
- Interview leave
- Maternity Leave
- Paternity Leave
- Maternity Support Leave
- Parental Leave
- Adoption Leave
- Leave for service in non-regular forces
- Leave for special constables
- Leave for Witness or Jury Service
- Time off for Public Duties
- Attendance on Professional Bodies
- Study Leave

10. CAR ALLOWANCES

10.1 The Council uses the Inland Revenue mileage rate scheme for employees required to use their car on Council business.

12. JOB EVALUATION AND APPEALS

12.1 Craft jobs have been equality tested against the Council job evaluation scheme. The job evaluation score allocated to each level may be appealed by a representative body of the workforce i.e. Trade Union or group of employees. Once a particular level is appealed no further appeals will be considered. If the requirements of the job changes then the job may be submitted for the evaluations to be re-tested.