

TERMS AND CONDITIONS OF SERVICE

The SSSC policies and documents referred to in this document can be requested from Human Resources.

Hours of work and flexibility	<p>The standard working week is 35 hours. Our office hours are 9am-5pm, Monday to Friday.</p> <p>We operate a flexible approach to working hours and have a Flexible Working Scheme.</p> <p>In addition, to support work-life balance a Flexible Working Policy is also available which can support a range of varied working contracts.</p>
Salary and benefits	<p>Entry into the agreed pay scale will be dependent upon qualifications, skills and competencies.</p> <p>Incremental progression to the top of the pay band will be subject to satisfactory work performance as determined by the Performance Development Review System.</p> <p>The salary scales are reviewed annually each April.</p> <p>Staff are paid on the last working day of each month. Part-time staff will be paid on pro-rata basis of 35 hours.</p> <p>A Childcare Vouchers* scheme is in operation which allows employees to make savings on the cost of childcare.</p> <p>A Cycle to Work* scheme is currently in operation.</p> <p>*These schemes operate on a salary sacrifice basis.</p>
Pension	<p>We operate a Final Salary pension scheme into which all employees are automatically entered. Contributions are calculated on a tiered basis dependent on full-time equivalent salaries. Information on rates is available from Human Resources.</p> <p>From April 2015 this will change to a Career Average Related Earnings scheme (CARE). More information is available from Dundee City Council Pensions Department.</p> <p>http://www.dundee.gov.uk/pensions</p>

Continuity of service	<p>Continuous service will be recognised with the following employers/sectors for the purpose of calculating contractual entitlements to occupational sick pay, maternity leave entitlement, annual leave, redundancy and notice periods:</p> <ul style="list-style-type: none"> • Local Authorities • National Health Service <p>All the employers listed on the Redundancy Payments (Continuity of Employment in local Government, etc.) (Modification) Order 1999 (as amended). This also includes universities previously within local authority control.</p> <p>Continuous service with the following sectors will be recognised with the following employers for the purpose of calculating contractual entitlements to occupational sick pay, maternity leave entitlement, annual leave:</p> <ul style="list-style-type: none"> • Further and Higher Education Sector • Voluntary and Private Providers of Care Sector
Employee assistance programme	<p>An Employee Assistance Programme is available for all employees. The EAP provides support to employees via a comprehensive, confidential counselling and information service.</p>
Performance review and development	<p>A Performance Development Review System is in place to support the performance and development of all staff. All employees have a Learning and Development Plan. We are committed to the continuous professional development and learning of all our employees.</p>
Continuous professional development	<p>As the regulator of the social services workforce we expect all staff, who can be, to be registered with their relevant registering body. This includes social workers and communications, finance, legal and human resources professionals. We support employees to maintain the CPD requirements as set out by their relevant body.</p> <p>Employees are required to participate in any appropriate learning and development event or programme in accordance with our overall learning and development strategy.</p>

Additional hours and overtime	<p>The hours worked by an employee on Pay Scale D6 and above will be those required to fulfil the duties and responsibilities of the post. Payment for additional hours for employees salaried below Pay Scale D6 will be by exception and is subject to authorisation, in advance, by the Human Resources Manager.</p> <p>Where overtime is approved the calculator will be Time + ½ for Monday to Saturday and Double Time for Sunday working.</p> <p>Employees working on a public holiday will receive, in addition to their salary, plain time for the hours worked and time in lieu at plain time equivalent</p>
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Annual leave	<p>The annual leave year is 1 April to 31 March. Annual leave will be calculated on the basis of complete months of service.</p> <p>Continuous service will be recognised for the purposes of calculating annual leave (see section on Continuous Service).</p> <p>Our annual leave entitlement starts at 33 days per year increasing by 1 day per complete year of service up to a maximum of 38 days (this includes 8 flexible public holidays)</p> <p>Employees who work part-time will receive a proportional entitlement.</p>
Public holidays	<p>Full-time employees receive 8 flexible days which are added to the basic annual leave entitlement.</p> <p>Plus an additional 5 fixed days:</p> <ul style="list-style-type: none"> • First 2 working days of the New Year • St Andrews Day • Christmas Day or next working day • Boxing Day or next working day
Other leave	<p>The following human resources policies enhance statutory provisions and may allow an employee to take paid and/or unpaid leave:</p> <ul style="list-style-type: none"> • Maternity Policy • Paternity & Adoption Policy • Special Leave
Notice periods	<p>Minimum notice periods are:</p> <p>Temporary employees: one week by either the employee or the SSSC</p> <p>Permanent Employees:</p> <ul style="list-style-type: none"> • One month - Pay scales F11 to E8 ie all employees • Two months - Pay scales D7 to B3 • Three months - Pay scales A2 & A1

Partnership working and trade union membership	<p>We are committed to partnership working with our recognised trade union, UNISON, and facilitate the deduction of trade union subscriptions from salary.</p> <p>A Partnership Agreement is in place with UNISON and sets out the framework for consultation, negotiation and collaborative working.</p>
Equal opportunities	<p>We believe in '<i>valuing diversity, improving opportunity</i>' for all our stakeholders. An Equality & Diversity Policy is in place.</p>
Human Resources policies	<p>In addition to the policies referred to above, a wide range of supportive policies and procedures are in place. These include:</p> <ul style="list-style-type: none">• Continuing Education Policy• Corporate Health and Safety Policy• Dignity at Work• Business Travel and Subsistence Policy• Induction Guide for Managers• Learning and Development Policy• Maximising Attendance Policy• Retirement Policy.