

## **A01 HOURS OF WORK**

Your normal full-time hours of work will be 35 a week but your exact working pattern including breaks is as specified in your contract of employment.

You may have to work different shift patterns to meet business needs. You may also be allowed to work flexible hours within set parameters. If this applies to you, this will be clearly shown in your contract of employment letter or another formal document.

If you work part-time, your normal working hours will be shown in your contract of employment letter.

We expect all employees to be on time and come to work. Persistent lateness or unacceptable levels of absence will lead to disciplinary action, which could lead to dismissal.

At times, we may need you to work a different shift or some extra hours, we will give you reasonable notice of this whenever possible. If you do work more than your normal hours, we will give you time off in lieu (paid time off for the extra hours worked) or pay you overtime at your normal hourly rate, as shown in the guidelines below. We may offer one of those options or both.

In an emergency, or for particular jobs agreed with you beforehand, we may pay you overtime. In these cases, we will pay you your normal hourly rate for up to 35 contractual hours each week (equivalent of the full-time contract) and then time and a half, for up to 20 hours in any one-month period.

## A02

### PAY ARRANGEMENTS

#### 1. Method

We will pay you by direct credit transfer to your bank account. This will normally be on a monthly basis and we will let you know about any change to this. We give an itemised pay statement to every employee showing all payments and deductions leading to your final net pay.

#### 2. Salary Scales

The Association operates a common job-grading system and salary structure. For each job grade, there are a series of spinal points giving specific salary amounts. Your contract of employment letter will state the specific job grade which applies to you, with the appropriate spinal point and salary.

On 1 April each year, any employee who has served at least six months in their current grade will automatically receive a salary increment, by moving up one spinal point until reaching the top within that job grade.

We publish salary scales each year and they are available on the Association's website.

#### 3. Responsibility Allowances

If you temporarily have to cover a post of a higher grade for a continuous period of at least four weeks, the following rules will apply.

- We will pay a responsibility allowance to you, which will increase your salary, usually to the lowest spinal point of the grade that would apply to you if you were promoted.
- We will not use this kind of temporary cover as a way of leaving a necessary post unfilled.

#### 4. Death In Service

If you die while still employed with us, we will pay your executor (or the person entitled to be appointed as an executor), all outstanding salary due to you up to the time of your death. (This will include sick pay, pay in lieu of holidays, overtime, allowances and so on.)

Your employer will immediately inform the pension scheme administrators (as appropriate). The pension scheme administrator will then contact your executor.

## A03

### ANNUAL LEAVE AND PUBLIC HOLIDAYS

All employees should enjoy a break from work each year. The standard paid annual leave entitlement is 8 weeks of annual leave for full-time employees, including public holidays.

The annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

To book leave, you must get approval from your manager as they will need to make sure that the business demands are met. You will be allowed at least three weeks' leave between the months of May and September if you want time off in this period.

Part time staff are entitled to a proportion of annual leave corresponding with the ratio of their contracted hours compared with the full time hours.

You accrue annual leave days during the current annual leave year. Because of this the following applies.

- a) We give you your whole entitlement on the 1<sup>st</sup> April on the assumption that your employment will continue for the whole annual leave year.
- b) If you join after 1<sup>st</sup> April, we will calculate your entitlement on the assumption that your employment will continue for the rest of the annual leave year.
- c) If you stop working for us during the year, we will calculate your annual leave entitlement based on the period of the annual leave year which you have actually worked.

You can use the same formula as above to work out the amount of annual leave entitlement earned during a period of employment for both new employees and leavers.

- a) If you have taken more leave than you are entitled to, we will deduct the balance from your final pay.
- b) If you have accrued more leave than you have taken, we will pay you the balance in your final pay, if you are not able to take it before you stop working for us.

You and your manager will try and schedule in dates for the full year's entitlement by the start of the annual leave year. This way, we can make sure we have enough staff cover and you will get the maximum benefit of the planned breaks from work. If long-term sickness prevents you from taking the minimum statutory 5.6 weeks (196 hours per full time contract) of combined annual leave and public holidays, we will carry the balance forward to the next annual leave year. In certain circumstances, you may be able to carry forward up to 1 week annual leave you were not able to take by 31<sup>st</sup> March due to pressure of work, if the Director agrees. However, you must take at least 5.6 weeks of combined annual leave/public holiday in any annual leave year.

If you are off on long-term sick leave of more than 6 months, we may reduce your annual leave pay to the statutory minimum entitlement of 5.6 weeks in line with the Attendance and Absence Management Policy. We would only do this after taking account of all the facts.

### A03

#### ANNUAL LEAVE AND PUBLIC HOLIDAYS (Continued)

Included in the total entitlement of 8 weeks, there are set 15 general and public holidays that apply to all staff.

- 25, 26 and 27 December
- 1, 2 and 3 January
- Good Friday and Easter Monday
- First Monday in May

Or on alternative days (either where days fall on a weekend or where agreed differently)

- Monday on or after 24 May and the Friday before
- Local Summer 'Fair' Friday and Monday
- Last Monday in September and the Friday before this (or local alternative)

The relevant dates will be decided each year by your management committee and made available on the Staff Calendar.

Any taken public holidays will be deducted from the overall leave entitlement for all staff, whether full or part time, permanent or temporary.

We realise that the list of public and general holidays above includes some Christian festivals, but not those of other religions. If you ask for paid time off to honour other religious festivals, we will normally allow this and take the days from your normal annual leave entitlement.

If a general or public holiday falls within a period of annual leave entitlement, we will not take this from your annual leave entitlement for that day.

If you have to work for any length of time on a general or public holiday, you will receive time-off-in-lieu which equals:

One full contractual day + the number of hours you actually worked on the general or public holiday

## A04 ABSENCE

If you cannot come to work, either due to illness or for any other reason, you must tell your line manager (or if not available, another manager) at your place of work as soon as is reasonably possible. You should do this before you were due to start your shift and if not possible, preferably within one hour of your starting time. You must fill in a self-certification form, whether or not you are entitled to sickness allowances and whatever the length or reason for the absence. Pre-arranged authorised absences including annual leave are not covered by this procedure.

### 1. Keeping in touch

The onus is on the employee to inform the Director of the reasons for and progress of any absence. If you are unable to get to a telephone on day one of your absence, you should ensure that someone else is calling on your behalf. Thereafter, you should maintain regular contact with The Association, by calling at least daily during the first week of absence and once a week at the beginning of the week for each subsequent week of absence.

If you fail to keep in touch, we reserve the right to withdraw company sick pay and to also try to contact you if we feel this is appropriate or necessary. If we feel a meeting is necessary to discuss your health and return to work, we will give you notice in writing.

### 2. Fit notes

If you are off due to illness or injury for more than seven calendar days in a row, you must provide a fit note as soon as possible.

A self certificate is not sufficient to cover the eighth and subsequent days of any period of illness absence. Fit notes should be submitted to the Association as soon as possible.

If the doctor ticks the 'may be fit for work' box, you will meet with your line manager to discuss any adjustments suggested. Although the employer does not have to follow the doctor's advice, we will do our best to help you return to work. However, if we cannot agree about the adjustments, you will have to stay off sick.

If we agree a phased return to work, the days you are still off sick within the agreed period will count as one period of absence.

### 3. Long term absence

If you are off sick for more than four weeks, and you are not sure when you can return, we will ask your permission to contact your GP for a written report. If you are off for less than four weeks or you are not currently off sick but we feel there is a pattern to your absence, or there is a concern of an underlying medical condition, we may ask for this report (or refer you to an occupational health provider for an independent medical assessment). We will make you fully aware of your rights relating to giving us permission. In these cases, we will tell your doctor what our fitness requirements are for the job and ask for their medical opinion in relation to your job with us.

In certain circumstances, we may ask that you are examined by a registered medical practitioner we have chosen. We will pay any costs involved in this. This examination will be concerned with whether you are fit to resume your duties. You will receive a copy of any resulting medical report. We will treat all medical records in the strictest confidence.

A04

ABSENCE (Continued)

4. Managing absence and attendance

We treat these two processes differently.

- Managing absence relates to managing a person back to work by making reasonable adjustments and dealing with the ability to carry out your work duties, taking into consideration any medical advice, an employee's comments and our business needs.
- Managing attendance refers to dealing with unacceptable levels of attendance, with no reference to any particular absence or medical condition. We will follow this route in line with our disciplinary procedure.

## A05

### SICKNESS BENEFIT SCHEME

All employees can benefit from this scheme as long as their absence from work is due to their own sickness or injury and they keep to the requirements of section A4. However, the scheme will not apply if:

- they go off sick while taking part in a stoppage of work due to a trade dispute at their place of work;
- they go sick while on maternity leave;
- On the first day of sickness they are in legal custody after conviction; or
- Sickness or injury arises out of or in the course of following another occupation or sport as a profession.
- on the first day of sickness they have already used up their sickness allowance entitlement in the previous 12 months.

You must also not take any other paid work while receiving sickness allowance. You may ask for unpaid leave and we will consider if we are able to accommodate this. However, if you do not tell us about these instances, we may take disciplinary action, which may lead to your dismissal.

#### 1. Scale of allowances

In any one rolling period of 52 weeks, we will pay a sickness allowance in line with the following scale. subject to the proviso that no sickness allowance beyond statutory sick pay entitlement will be paid for the first 3 working days of any absence period:

Service at date sickness starts	Weeks full allowance	Weeks half allowance
Less than 1 year	1	1
1 or more years	2	2
2 or more years	4	4
3 or more years	8	8
4 or more years	12	12
5 or more years	18	18
6 or more years	26	26

NOTE: Statutory Sick Pay (SSP) is not a benefit of employment. It is quite different to the Sickness Allowances considered here, and is paid out by the Association on behalf of the Government. The scale of entitlement is published by the Department of Social Security and changes normally at the beginning of each tax year.

Where there is reason for exclusion from or no further entitlement to SSP, the employee will be notified on the appropriate Government form. It is then the responsibility of the employee to claim from the DWP any other State Benefit to which there may be entitlement.

**SICKNESS BENEFIT SCHEME (Continued)**

2. Working out sickness allowances

Your allowance is worked out based on your current rate of basic pay. (See below.) We refer to this as your 'normal pay'.

- The full allowance, referred to above, equals your normal pay, and includes any Statutory Sick Pay (SSP) which you may be entitled to.
- The half allowance referred to above, equals half your normal pay plus SSP (if you have any left). However, you cannot receive more than your normal full pay.
- In working out the level and period of allowance still due, we will review the previous 12 months before the start of your current sick leave. We will add up all periods of sick leave. We will then take this from the full allowance entitlement first and then any balance from the half allowance entitlement. Anything left will be what you are still entitled to.
- We will pay you the sickness allowance according to your basic contractual hours (not including overtime).
- For the purposes of working out SSP, qualifying days are treated as Sunday to Saturday. Before paying SSP you must be unable to work for at least the first four days in a row of a spell of sickness.
- If you cannot come into work as a result of coming into contact with a notifiable infectious disease (that is reportable to RIDDOR in line with the Health and Safety at Work Act), you should tell us. You will then receive your full pay sickness allowance. We will not take the period of absence from your normal entitlement.
- If you return to work on a phased basis, we will only pay your salary for the hours and days actually worked. The days and hours that you are still off sick will entitle you to SSP and the occupational sick pay you are eligible to and this will be taken off your entitlement. Or, you can ask to take it from your annual leave, time off in lieu or unpaid leave instead.

We work out your occupational sick pay using your basic pay. We will only consider overtime if this is stated in your employment contract.

3. Criminal or civil compensation

If you are injured as the result of being the innocent victim of a criminal act, we will not take any sick leave from your normal entitlement.

If the Criminal Injuries Compensation Board grant you compensation, you will not need to refund any sickness allowance we have paid out.

If you are paid damages from a third party for loss of earnings due to a sickness or injury, we will ask you to repay any sickness allowance paid out but not more than the actual allowance paid or the amount of damages received for loss of earnings.

4. Professional / Non Professional Sport

If the sickness or injury arises out of or in the course of following another occupation or sport on a professional or non-professional basis and you are paid damages from a third party for loss of earnings resulting from this, we will ask you to repay any sickness allowance paid by the organisation, subject to offset of any loss of earnings incurred as a direct result of the injury and/or absence.



A05

## SICKNESS BENEFIT SCHEME (Continued)

### 5. Work-related sickness or injury

We will not take a period of absence due to sickness or injury caused by an accident in the course of your employment from your entitlement to sickness allowance.

If you are still unfit for work at the end of the appropriate full allowance period, the Management Committee will review the case to decide on any appropriate levels of allowance which should be made.

If your absence is the result of an accident at work directly resulting from your deliberate misconduct, we will withhold sickness allowance and we will also investigate it under the disciplinary procedure (see A13). If you disagree, the grievance procedure is available for use (see A14).

### 6. Unpaid sickness

We will tell you in writing when your period of sickness allowance is going to end. After this, you will not receive any pay from us for any period of sickness. (SSP may still be due to certain employees)

### 7. Absence due to an underlying medical condition

We will manage all periods of sickness sympathetically and make sure that at all times we are aware of your current condition and likelihood of your return to work. We may also ask for a medical opinion. However, we would tell you about this and you will be given a copy of the report.

If a doctor confirms that you are permanently unable to return to your current job, we will try to find you other suitable employment. If this is not possible, you can apply to retire for reasons of ill health retirement (if available under a pension scheme) or to end your contract on the grounds of medical incapability.

If you may be able to return to work, but not in the short term, we will do our best to keep your post open for as long as is reasonably possible. When we need to review the situation, we will:

- make all necessary enquiries from you and your doctor (as explained in A4) or the independent medical examiner (or both);
- consult you before we make a decision; and
- consider the nature of your job, the nature, effect and length of illness, the size of the company, and our ability to offer other suitable work, where necessary.

However, if we can no longer continue with temporary arrangements and cannot offer you other suitable employment, we may dismiss you on capability grounds.

### 8. Sickness during annual leave or a public holiday

If during an authorised period of annual leave you fall ill, and you produce appropriate certification, we may count the period as sick leave and not as annual leave. You must speak to your manager on the first day of your return to work or earlier if possible and provide them with the necessary certification

If there is a public or general holiday during your period of sickness, and you provide appropriate certification this will be counted as sick leave and you will receive the holiday at another time.

## A06

### MATERNITY

#### 1. General

If you are pregnant, you are entitled to 52 weeks of continuous maternity leave (26 weeks' continuous Ordinary Maternity Leave and 26 weeks' continuous Additional Maternity Leave). If you have completed one year of service by the beginning of the 28th week of pregnancy, you will be given the extra benefits associated with the occupational maternity pay (depending on the conditions explained below).

You are also entitled to paid time off during working hours to receive antenatal care as long as you can produce an appointment card for all antenatal visits (after the first one).

The benefits of leave and pay as outlined in this section will not apply if a pregnancy ends before the 24th week of pregnancy unless you give birth and the baby survives. However, if there is a stillbirth after the 24th week of pregnancy, we will provide the benefits of pay and leave the same as for a live birth.

#### 2. Notice

You should tell your line manager as soon as possible if you plan to take maternity leave. You must do so in writing no later than by the end of the 15th week before the expected week of confinement (EWC) (or as soon as is reasonably possible). This should state:

- a) the fact you are pregnant;
- b) your EWC (or actual date of birth if it has already happened); and
- c) the date you want your leave to begin.

You should also enclose a copy of your maternity certificate (MAT B1) as soon as your midwife/doctor gives you it.

You can change your mind about the start of your maternity leave (as long as this is no sooner than 28th week of pregnancy and not later than the expected date of confinement (EWC)). If you do, let your line manager know in writing, at least 28 days before the new date.

#### Our notice

Your line manager will give you notice in writing about the date your maternity leave will end. This will be the first day after the 52 weeks from the start of your maternity leave. We will do this within 28 days from receiving your notice about the date you plan to start your leave (or, if you change that date, 28 days before the new date or as soon as reasonably possible).

#### 3. Maternity leave

a) Maternity leave can begin at any time you want from the 28th week of pregnancy. It will however automatically begin when you give birth and you need to let us know as soon as you can about this. If you are off work for any reason totally or partly related to your pregnancy or childbirth within four weeks of the EWC, this will automatically trigger the start of your Ordinary Maternity Leave.

b) The Ordinary Maternity Leave continues for 26 weeks. You are not allowed to work during the first two weeks starting from the date you give birth.

c) Your statutory right to Additional Maternity Leave will begin immediately after the Ordinary Maternity Leave and can continue for a further 26 weeks.

#### 4. Returning to work

You will return to work at the end of your maternity leave. We will have given you this date in writing as mentioned above. If you want to return sooner, you must give at least eight weeks' written notice. If you don't, it will delay your return date and you will not be paid during the period you do not work. You cannot return to work later than the end of the 52-week leave period. If you do not automatically return at the end of the 52-week leave period, we will treat this as an unauthorised absence.

If you return at the end of your ordinary leave, you will return to the same job. If you decide to take additional leave, you will return to the same kind of job you had before your maternity leave, at the same place and in the same capacity. If this is no longer available, we will offer you a suitable alternative job. Your terms and conditions will be no less favourable than would have applied had you not been away, including the quality of working environment, and the job must also be suitable and appropriate for you.

If you are on Additional Maternity Leave, you can apply to make a phased return to work on reduced hours and pro-rata pay. You should apply to your line manager at least eight weeks before the proposed date of return. The phased return can last for up to four weeks and you must work at least 50% of your contracted working hours each week.

If you were full time and you ask to work on a permanent part-time basis, or in a job-share arrangement, we will consider this sympathetically and in good faith. You should make your request by following the flexible working request procedure.

#### 5. Contact during maternity leave

During your maternity leave we may contact you (as long as this is reasonable) and you can contact us. Before your maternity leave begins, we will agree with you the frequency and form of contact and also what subjects should be discussed. In all cases, we will keep in touch with you about any promotion opportunities and important changes to the workplace that may affect you when you return.

#### 6. Keeping-in-touch days (KIT)

If we agree, you may work up to 10 days under your contract of employment during your maternity leave, without losing your right to the maternity leave or pay. The 10-days limit stands no matter how long your maternity leave is. The 10 days can be worked at any time during your maternity leave apart from the first two weeks after you give birth.

You do not have to work these days and we do not have to agree to you working them. Before you start your maternity leave, we will discuss with you the type of work that may be done during the KIT days.

We will pay you your normal daily rate for working the KITs.

## A06

### MATERNITY (Continued)

#### 7. Maternity Pay

##### 7.1 Statutory Maternity Pay (SMP)

###### 7.1.1 General

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. The first six weeks equals 90% of your average earnings over a set period, and the rest is paid at the lower rate, or 90% of your average earnings, whichever is lower. The government sets this lower rate each year.

SMP is paid via payroll in the normal way – even if you have resigned and will not be returning after the baby's birth. However, you will not be entitled to SMP if you resign before the 24th week of pregnancy.

The maternity pay period cannot start earlier than the 28th week of pregnancy. It can only start when you are on maternity leave. Your entitlement will end when you return to work even if this is before the end of the 39-week period.

We will start to pay you the SMP on the first day of your maternity leave.

###### 7.1.2 Eligibility

To qualify for SMP, you must:

- a) have been continuously employed for at least 26 weeks continuing into the qualifying week (QW) (the 24th week of pregnancy);
- b) have average weekly earnings which are above the minimum for paying National Insurance contributions;
- c) still be pregnant at the 24th week of pregnancy or have given birth by then; and
- d) have given us notice as explained in section 2 above.

If you do not meet the eligibility criteria, we will tell you in writing (form SMP1) and refer you to the local benefits agency office where you can claim any State Maternity Allowance you may be entitled to.

##### 7.2 Occupational maternity pay

If you have worked for us for one year at the 28th week of your pregnancy, you will also be eligible to receive our occupational maternity pay. This is equal to:

- a) seven weeks at full pay (including any SMP paid at the higher rate for six weeks and lower rate for one week);
- b) 16 weeks at half pay (not including SMP at the lower rate, or 90% of your normal pay - whichever is lower); and
- c) 16 weeks at SMP lower rate (or 90% of your normal pay, whichever is lower).

A week's pay refers to the basic pay given in your current contract of employment.

You can choose to receive occupational maternity pay, either with your SMP on normal pay dates, or as a lump sum when you return to work. We will claim this amount back from you if:

- you fail to return to work; or
- you return but leave within three months.

If you fail to return, you will also have to repay us for any annual leave we prepaid at the start of your maternity leave.

## A06

### MATERNITY (Continued)

#### 8. General conditions

##### 8.1 Contractual benefits

All terms and conditions shown in your contract (apart from pay) continue to apply during your maternity leave, whether ordinary or additional. We will continue to pay all contractual allowances as long as you receive any maternity pay. We may withdraw non-contractual benefits but only in line with the procedures which apply to all periods of prolonged absence.

##### 8.2 Holidays

You are entitled to 40 days (pro rata) of combined annual and public holiday leave during both your Ordinary and Additional Maternity Leave. Before you start your maternity leave, you should agree with us the dates of your annual leave. If it is not possible to take the leave within the annual leave year, we will transfer the rest to the next year's entitlement. You cannot be paid instead of taking the leave accrued during maternity leave.

If you plan to take annual leave before you return from maternity leave, you must notify us in writing:

- the date you want your maternity leave to end;
- the period you then want to take as annual leave; and
- the date you will come back to work.

You must do this eight weeks before the end of your maternity leave.

##### 8.3 Pension membership and contributions

The following rights apply to an employee on maternity leave.

- The period of Ordinary Maternity Leave and paid maternity leave (when you are receiving either occupational maternity pay or SMP), will count towards pensionable service. The benefits you build up during this time are based on your pay when you were working normally, before taking maternity leave.
- Your contributions during this time are based on the amount of maternity pay you actually receive. Our contributions will continue on the basis agreed by the administrators of the pension scheme.
- We will tell you in writing (after consulting the administrators of the relevant pension scheme) of the options available to you during any unpaid period of maternity leave.

Note: These rights apply whether or not you plan to return to work.

##### 8.4 Information and training

If you are on maternity leave, you will still receive relevant items of information sent to all staff. We will also invite you to staff training days, as part of the keeping-in-touch (KIT) days.

##### 8.5 Union payments

We will take your union payments, as appropriate, throughout the period of maternity leave at the reduced rate. We will send the Union Finance Officer written confirmation of your EWC and the date your leave actually begins.

## A06

### MATERNITY (Continued)

#### 8.6 Dismissal and resignation during the maternity leave

If we end your contract during the maternity period, you will be entitled to whatever period of notice is shown in your contract.

If you resign, you must also give us notice as shown in your contract. The termination date may be the end of your 52-week maternity leave or any date before then.

If you resign or are dismissed before the date you have given us for starting your maternity leave, you will lose your right to maternity leave but will still be eligible for SMP as long as you are employed after the 24th week of pregnancy.

#### 8.7 Terms and conditions of employment whilst on maternity leave

All terms and conditions stipulated in the employee's contract continue to apply during the maternity leave, whether ordinary or additional. This is with the exception of pay, which follows the above rules of statutory and association maternity pay. All contractual allowances will continue to be paid as long as the employee receives any maternity pay and will cease afterwards until the employee returns to work (or is on annual leave prior to returning to work).

The implied obligations of mutual trust and confidence also apply to both parties during the entire period of the maternity leave.

#### 8.8 Health and safety

We must protect the health and safety at work of all employees, including new and expectant mothers and mothers who are breastfeeding.

Once you tell us about your pregnancy, recent childbirth or breastfeeding, we will carry out a specific risk assessment to identify any risks to your health and safety. If we identify any risks, we will do our best to avoid them. If this is not possible, we will take a series of steps to make sure you are not exposed to those risks.

If you ask for time off for breastfeeding or expressing milk, we will discuss with you how we can accommodate your request.

## A07 PATERNITY

### Eligibility for paternity leave

If your partner or surrogate mother is due to give birth, or you receive notice that you and your partner have been matched with a child to adopt or you are a surrogate parent, and you have at least 26 weeks' continuous service when your partner is 28 weeks pregnant, or if you are at the point of being matched with a child by an adoption agency, you are entitled to paternity leave.

To apply, you should write to your line manager at least four weeks before you want the leave to start, enclosing the maternity certificate (MAT B1) or notice from the adoption agency.

We will grant paternity leave for any live birth or a stillbirth which happens from the 24th week of pregnancy onwards. You can take it within eight weeks of the actual birth of the baby or the date the child was adopted.

You also have a right to attend up to two unpaid antenatal appointments with your partner/surrogate mother or meetings with a child to be adopted.

### Entitlement to paternity pay

You are entitled to two week's leave with full pay including Statutory Paternity Pay (SPP).

### Additional Paternity Leave (APL) Eligibility

Employees who meet all qualifying criteria for Paternity Leave, will also be eligible for Additional Paternity Leave.

Employees are entitled to take up to 26 weeks of Additional Paternity Leave. Such leave can start from the 20th week after the child's birth or after the child is placed for adoption and it must be taken in a continuous period. The leave can only be taken once their partner who takes maternity / adoption leave is back to work. The leave will end once the employee's partner's maternity / adoption leave would have ended (52 weeks in total) or earlier.

Employees wishing to take APL and their partners must self-certify to the employer at least eight weeks before the leave is due to start, providing the following information:

- Eligibility of the employee wishing to take APL
- When the leave is to start and how long it is to last
- When the employee's partner is finishing their maternity/adoption leave
- How many weeks of the Statutory Maternity or Adoption Leave would have been taken by the end of the employee's partner's leave
- The employee's partner's National Insurance Number.

The forms to be filled out by new parents, adoptive parents and adopting a child from abroad are available on the HMRC website.

## A08 ADOPTION

### 1. General

If you adopt a child, you have a right to Statutory Adoption Leave in line with the conditions set out below. This right applies to one of surrogate parents too.

If you have completed one year's service at the date of adopting a child, you will be given extra benefits under our occupational adoption pay as long as you meet the conditions set out below.

The benefits of leave and pay are outlined in this section.

If a couple are jointly adopting a child, one person may be eligible to adoption leave and pay and the other to paternity leave and pay (as outlined in the paternity leave section). The same rule applies to surrogate parents.

You will also get up to five periods of paid time off before the adoption to deal with the necessary formalities. You will need to agree this with your line manager on the basis of the requirements in your case. If you are a surrogate parent, you are entitled to take unpaid time off to attend two antenatal appointments with the woman carrying the child.

### 2. Notice

Your leave can start no sooner than 2 weeks before the child is placed with you and no later than the actual placement date. You will need to give notice in writing to your line manager as soon as possible but at least 28 days before the date you want your leave to begin (if at all possible). The notice must say:

- when the child is expected to be placed with you;
- when you want to begin your adoption leave; and
- the period of leave you want to take (see 3 below).

You will also need to provide a statement from the appropriate adoption body confirming that you have been accepted for the proposed adoption.

You can change your mind about the start of your adoption leave (as long as this is no later than the actual date of the child's placement and no sooner than 14 days before that date). In that case, you should give notice to your line manager in writing, at least 28 days before the new date.

### Our notice

We will notify you in writing about the date your adoption leave should end. This will be the first day after the 52 weeks from the start of it. We will do this within 28 days from receiving your letter and, if you change that date, 28 days before the new date (or as soon as reasonably possible).



## A08

### ADOPTION (Continued)

#### 3 Adoption leave and pay

##### 3.1 The adoption leave

Your leave can start no sooner than 2 weeks before the child is placed with you and no later than the actual placement date

The Ordinary Adoption Leave (OAL) continues for 26 weeks and is paid at the Statutory Adoption Pay (SAP) rate.

The Additional Adoption Leave continues for a further 26 weeks immediately at the end of the OAL. 13 weeks out of 26 are paid at the Statutory Adoption Pay (SAP) rate and the other 13 weeks are unpaid.

If the adoption is unsuccessful and the child no longer lives with you, your leave and pay will continue for a further eight weeks and then both will end.

##### 3.2 Eligibility

To qualify for SAP, you must:

- a) have been continuously employed for at least 26 weeks leading into the week in which you are told that you have been matched with a child;
- b) be newly matched with a child for adoption by an approved adoption agency;
- c) have told the agency that you agree that the child should be placed with you and agree the date of the placement; and
- d) have told us when you want your adoption leave to start no more than seven days after you are told that you have been matched with a child.

##### 3.3 Occupational adoption pay

If you have one year's service by the week you are told that you have been matched with a child, you are eligible to receive our enhanced adoption pay (OAP). The occupational pay is as follows:

- a) seven weeks at full pay (including SAP)
- b) 16 weeks at half pay (not including SAP or 90% of the normal pay, whichever is lower)
- c) 16 weeks at SAP rate or 90% of the normal pay, whichever is lower.

You will need to sign a declaration confirming that you plan to return to work and stay for at least three months. If you fail to meet these conditions, you will have to repay the OAP we have paid you.

#### 4. Returning to work

You will return to work at the end of your adoption leave. Your line manager will have given you notice of this date as explained above. If you want to return sooner, you must give at least eight weeks' written notice. If you don't, your return date will be delayed and you will not be paid during the period you do not work. You cannot postpone your return beyond the end of the 52 week leave period.

With Ordinary Adoption Leave, you will return to the same job.

If you take additional leave, you are guaranteed the same kind of job as you had before your adoption leave, at the same place and in the same capacity. If this is no longer available, we will offer you a suitable alternative job. Your terms and conditions will be no less favourable than would have applied had you not been absent, including the quality of working environment, and the job must also be suitable and appropriate for you.

## A08

### ADOPTION (Continued)

#### 4.1 Discretionary leave

We realise that some adopted children of any age may suffer emotional or medical problems. We may grant you further leave at the discretion of your senior officer or nominated deputy.

#### 5. Contact during adoption leave

During the adoption leave period, we may make reasonable contact with you and you may do the same. Before the adoption leave begins, we will agree with you how often this contact will be, how it will take place and what subjects should be discussed. In all cases, we will keep in touch with you about any promotion opportunities and important changes to the workplace that may affect you when you return.

#### 6. Keeping-in-touch days (KIT)

If we agree, you may work up to 10 days under your contract of employment during your adoption leave, without losing your right to the adoption leave or pay. The 10-day limit applies no matter how long the adoption leave is. You can work the 10 days at any time during the adoption leave.

You do not have to work these days and we do not have to agree to you working them if you ask.

Before you start your adoption leave, we will discuss with you the type of work that may be done during the KIT days.

We will pay you your normal daily rate for working the KITs.

#### 7. General conditions

##### 7.1 Contractual benefits

All terms and conditions in your contract, apart from salary, continue to apply during the entire ordinary adoption leave, whether ordinary or additional. All your contractual allowances will continue to be paid as long as you receive either form of adoption pay. We may withdraw non-contractual benefits but only in line with the procedures which apply to all periods of prolonged absence.

##### 7.2 Holidays

You are entitled to 40 days (pro rata) of combined annual and public holiday leave during both your Ordinary and Additional Adoption Leave. Before you start your adoption leave, you should agree with us the dates of your annual leave. If it is not possible to take the leave within the annual leave year, we will transfer the remaining balance to the next year's entitlement. You cannot be paid instead of taking any of the leave you have built up during adoption leave.

If you plan to take annual leave before you return from adoption leave, you must confirm in writing:

- the date you want your adoption leave to end;
- the period to be taken as annual leave; and
- the date you will actually return to work.

You must do this eight weeks before the end of the adoption leave period.

## A08

### ADOPTION (Continued)

#### 7.3 Pension membership and contributions

The following rights apply when you are on adoption leave.

- The period of paid adoption leave will count towards pensionable service. The benefits built up during this time are based on the remuneration paid when you were working normally, before taking adoption leave.
- Your contributions during this time are based on the amount of adoption pay you have actually received. Our contributions will continue on the basis as agreed by the administrators of the pension scheme.
- We will tell you in writing (after consulting the administrators of the relevant pension scheme) the options available during any unpaid period of adoption leave.

Note: These rights apply whether or not you plan to return to work.

#### 7.4 Information and training

If you are on Adoption Leave, you will still receive items of information sent to all staff. We will also invite you to attend staff training days as part of the keeping-in-touch days.

#### 7.5 Union payments

We will take your union payments, as appropriate, throughout the period of adoption leave at the reduced rate. We will send the Union Finance Officer written confirmation of when your adoption leave begins.

#### 8. Dismissal and resignation during adoption leave

If we end your contract during the adoption period, you are entitled to whatever period of notice your contract provides for in the circumstances.

If you resign, you must also give us notice as provided for in your contract. The termination date may be the end of her 52-week adoption leave or any date before then.

If you resign or are dismissed before the date you have given us for your intended adoption leave to start, you lose your right to adoption leave but will still be eligible for SAP as long as you have been continuously employed for 26 weeks at the time you are matched with a child.

## A09

### SHARED PARENTAL LEAVE

Shared parental leave (SPL) allows eligible employees to take up to 50 weeks leave during the first year after their child's birth/adoption. This includes surrogate parents. It can be taken by both parents separately or at the same time. You may be able to apply if you are one of the following: a mother, adopter, surrogate parent, or father/spouse/civil partner/partner of the mother/adopter/surrogate mother.

The mother/adopter has to meet the following criteria:

- have a partner,
- be entitled to statutory maternity/adoption leave and/or statutory maternity/adoption pay/allowance
- still be working for us at the start of the SPL
- have worked for us for at least 26 weeks at the 24th week of pregnancy or when the adoption is confirmed

The **father or spouse / civil partner / partner** of the mother / adopter has to meet the following criteria:

- share the primary care of the child at the time of birth/adoption
- have notified us of his/her entitlement providing any necessary evidence
- have worked for us for at least 26 weeks in the 66 weeks leading up to the date the baby is born/expected to be born/matched and have earned at least £30 per week in any 13 weeks during that period.

#### Entitlement to shared parental pay

You may be entitled to receive up to 37 weeks of shared parental pay (ShPP) and the amount depends on how many weeks of maternity/adoption pay has been taken.

#### How to apply

Details on how to apply for the leave and pay can be found in our Shared Parental Leave Policy which is located on the Staff notice board. The policy also provides details on criteria for eligibility, options for leave, how to apply and everything else you need to know.

## A10

### SPECIAL LEAVE

We may grant requests for time off work in various situations and depending on our demands.

#### 1. Special leave

We may agree, in special circumstances, to grant leave. This will depend on our current work demands and the nature of the individual case.

The following is a guide as to the types of leave and approximate periods of time off which we may consider.

1.1 Social purposes – For example, duties of an honorary, charitable or philanthropic nature. Normally, this leave will not last for more than one day.

1.2 Bereavements – We will normally grant the following leave with pay for a bereavement:

- If you are responsible for making funeral arrangements - five days' leave.
- If you are an immediate close relative (for example, parent, child, partner) at least three days' leave.
- In the case of other relatives - up to one day's leave.
- In other cases, the necessary time off to go to the funeral service.

We may also consider allowing leave without pay to extend these periods if necessary.

We will use our discretion and act sensitively when considering requests for bereavement leave.

1.3 Domestic stress – If you need to make special domestic arrangements as a result of an unexpected situation, we will normally grant leave with pay for one day. We may extend this on a paid or unpaid basis according to the circumstances, and by agreement with the senior officer.

1.4 Medical treatment – You should make every effort to arrange medical and related appointments outwith normal working hours. If your manager is satisfied that this is not possible, we may grant time off with pay. Where possible medical cards / evidence of appointments should be provided.

1.5 Moving home – We will grant one day's leave with pay if you are moving home, this will be awarded not more frequently than once in a 12 month period.

#### 2. Jury and witness service

2.1 Jury duty – If you receive a summons to serve on a jury, you should report this to your line manager. We will grant leave, unless an exemption is secured. This leave will be with pay, after taking off allowances for loss of earnings you are entitled to. You should make sure that you claim these allowances from the court.

#### 2.2 Witness citations

2.2.1 If you are a professional witness for the organisation, we will grant you time off with pay. This is on the understanding that you will repay us any witness fees received (not including travel and subsistence expenses).

2.2.2 In other cases, we will grant leave without pay. You will be responsible for reclaiming the amount from the person asking you to be a witness for loss of pay.

## A10

### SPECIAL LEAVE (Continued)

#### 3. Leave for public duties

3.1 Council duties – If you are a local authority councillor, we will grant you unpaid leave as and when needed to carry out approved duties with the authority concerned.

3.2 Advisory roles – If you are in an unpaid advisory role previously agreed with your employer we will grant you paid leave to carry out these duties.

3.3. Positions of public responsibility – You may be appointed to a position of responsibility where no fees or allowances are paid for loss of earnings (for example, a justice of the peace or member of a children's panel). We will grant you paid leave to carry out associated duties. This will be limited in the first instance to 12 half days a year before we reconsider this. We will then decide if we can grant you further paid or unpaid leave.

#### 4. Other family or domestic emergencies

When asking for time to deal with other emergencies involving your dependants not otherwise covered above, we will normally give you reasonable unpaid time to make arrangements to deal with the emergencies. We will expect you to tell your line manager the reason for the leave and how long it is likely to last.

Examples of these situations are as follows.

- To provide help if your dependant falls ill, gives birth or is injured or assaulted.
- To make arrangements for the provision of care for a dependant who is ill or injured (physically or mentally).
- If a dependant dies.
- If there is an unexpected disruption to the arrangements for caring for a dependant.
- To deal with an incident which involves your child and which happens unexpectedly when the child is at school or in care.

We will not extend leave beyond the period which is necessary to deal with the emergency.

## A11 PARENTAL LEAVE

### 1. General

You have the right to take up to 18 weeks' unpaid parental leave (for each child) if you have one year's continuous service and you:

- are the parent (and named on the birth certificate) of a child who is under 18 years old;
- are a surrogate parent of a child who is under 18 years old;
- have adopted a child under 18 years; or
- have formal parental responsibility for a child under 18 as a result of the Children Act or Children (Scotland) Act

Leave for the parent of a disabled child is up to a maximum of 18 weeks.

You can start taking this leave when a child is born, adopted or placed, or whenever you have completed one year's service – whichever is sooner.

### 2. Giving notice

2.1 We will expect you to give at least 21 days' notice of taking this leave. In exceptional cases, we may not enforce this requirement.

2.2 We may postpone your leave for up to six months if our business would be seriously disrupted by you taking the leave. However, we won't do this if you give us notice to take leave immediately after maternity, adoption or paternity leave.

### 3. Taking leave

3.1 The right to take leave will last until the child's 18th birthday.

3.2 You must take leave in blocks or multiples of at least one week. This does not apply if your child is disabled.

3.3 We will allow up to four weeks' parental leave in any given leave year.

### 4. Records

4.1 We may ask you to demonstrate proof of your entitlement to parental leave. We will also ask new staff about any parental leave they have taken in their previous jobs.

4.2 When you move to a new job, we will pass on details of parental leave you have taken if we are asked by your new employer.

### 5. Returning to work

If you take parental leave, you will return to the same job, except in cases where the parental leave begins immediately after the end of a period of additional maternity or adoption leave.

An employee who takes a period of 4 weeks or less Parental Leave will return to the same job, except in cases where Parental Leave commences immediately after the end of a period of Additional Maternity Leave.

Staff taking a period of Parental Leave in excess of 4 weeks will return to the same kind of job in the same place and in the same capacity as before.

## A12 FLEXIBLE WORKING

### Eligibility

If you have 26 weeks continuous service you have the right to request a change to your contractual terms and conditions of employment.

### Making a request

You must apply in writing to the Director. You can only make one statutory request within a 12 month period and an accepted application will mean a permanent change. Within 28 days of receiving this request, the Director will arrange to meet the employee to discuss the application. Within 14 days after this meeting the Director will provide the employee with a written decision on their application.

### Appeal

If your request for flexible working has been rejected you can appeal the decision within 14 days of being notified. You should do this in writing stating the reasons for your appeal. A meeting will be arranged to discuss your appeal and any options or alternative solutions available to you. After the meeting the final decision will be confirmed in writing.

Please refer to the flexible working policy which can be found on the Staff notice board.



## A13

### FLEXIBLE WORKING HOURS AGREEMENT

#### General

This flexible working hours agreement is subject to the overriding principle that departmental staff cover must be maintained during the Association's normal business opening hours of 09:00 hrs to 13:00 hrs and 14:00hrs to 17:00 hrs.

Work may commence at any time between 08:00 hrs and 10:00 hrs. Work may cease at any time between 16:00 hrs and 18:00 hrs. Band width will be 08:00 hrs to 18:00 hrs.

The lunch break will be taken between 13:00 hrs and 14:00 hrs with extended breaks to be agreed with the Director.

On a normal working day, staff should arrive at the office before 10:00 hrs and should not leave before 16:00 hrs. The period from 10:00 hrs to 16:00 hrs will be known as "core time".

#### Accounting

This flexible working hours agreement will be subject to a four weekly accounting cycle. The contracted number of hours during this four weekly accounting cycle is 140.

No more than 8 positive hours can be accumulated at any time during the accounting cycle. Excess positive hours registered at the end of the accounting cycle will not rank as overtime nor affect normal holiday entitlement. However up to 8 positive hours may be carried forward to the next accounting cycle.

A maximum of eight negative hours may be accumulated during the accounting cycle. All negative hours must be carried forward to the next accounting cycle.

#### Time Off

Positive and negative hours can be taken off either during flexible periods and / or as half days. Time off in "core time" is subject to the agreement of the line manager / Director.

#### Suspension of Flexible Working Hours Agreement

In the event that it conflicts with the overriding business requirement of ensuring adequate staff cover, this agreement may be amended or withdrawn on temporary or permanent basis by the Management Committee by the giving of one month's notice in writing. No proposed amendment or withdrawal of this flexible working hours agreement will be made without first consulting with staff.

## A14

### DISCIPLINARY PROCEDURE

#### Purpose

We have designed this procedure to help and encourage employees to achieve and maintain standards of conduct, attendance and job performance. This procedure applies to all employees.

#### Counselling

Since it is the Association's aim to encourage and maintain acceptable standards of conduct and performance, every effort will be made to deal with minor problems through counselling with the Director in order to avoid the need to implement the formal procedure.

The Director will arrange for provision of support, practical assistance and / or training as appropriate to ensure that minor problems are resolved at an early stage and that acceptable standards of work performance and behaviour are met.

As employees are often reluctant to discuss matters of a personal nature which are affecting their work, the employee should be encouraged to seek independent confidential counselling out of the workplace. This is available through the Employee Counselling Service.

Where informal counselling fails or the matter is more serious the following formal procedure will be used:

#### The formal procedure

1 At any stage in the procedure we will let you know the nature of the allegations against you and will give you the opportunity to state your case before any decision is made. We will also confirm the outcome to you in writing.

2 There are three areas that we can deal with in line with the disciplinary procedure – conduct, capability (performance) and attendance and we will tell you which of these applies at the beginning of the process.

3 We will not take any disciplinary action against you until we have fully investigated the case. If dismissal is one of the possible outcomes of the disciplinary procedure, we will suspend you until we have carried out our investigations. We will write to you about the suspension which should not normally last longer than five working days without a review. We will explain the progress of our investigation. During the suspension you will receive your normal pay.

4 We will not dismiss you if this is the first issue with your conduct, performance or attendance unless you have committed gross misconduct, when the penalty will normally be summary dismissal without notice or pay in lieu of notice.

5 At all stages of the formal procedure you will have the right to be accompanied by either your trade union representative or a fellow employee of your choice.

6 We will make all information and documents passed to the disciplinary officer / panel available to you before the hearing.

7 You will have the right to appeal against any formal disciplinary penalty imposed.

## A14

### DISCIPLINARY PROCEDURE (Continued)

8 If we have told you to improve your performance (for example, poor performance or poor attendance) we will tell you in writing what is required, in what time scales, whether and how often reviews will take place and what action may be taken if there is no improvement.

9 We can begin the procedure at any of stages 1 to 4, depending on the seriousness of the allegations against you.

10 For the purpose of the procedure to be followed, we will add together warnings given for different reasons.

11 We will not take disciplinary action or suspend you if you are a trade union representative until we have had discussions with a full-time official of the union. If the full-time official is not available, we will contact a district officer instead.

12 We will not normally allow recording devices to be used during any investigatory, disciplinary or appeal meetings.

13 If there is police involvement or investigation, we will carry out our own investigation and make decisions based on evidence and information available to us at the time. The matter will not be put on hold until the police investigation or court proceedings are concluded.

#### Formal Procedure

##### *Stage 1 - Verbal Warning*

If conduct or performance does not meet acceptable standards the employee will be interviewed by the Director and given an opportunity to explain his / her actions. If the explanation is not satisfactory, a Formal Verbal Warning will be given and recorded in the employee's personal file. The employee will be informed verbally of his / her right of appeal.

##### *Stage 2 - First Written Warning*

If there is no improvement in the standard of conduct / performance, the employee will be interviewed by the Director and given an opportunity to explain his / her actions. If the explanation is not satisfactory a First Written Warning will be issued. The employee will be informed in writing of his / her right of appeal.

##### *Stage 3 - Final Written Warning*

If there is still no improvement in the standard of conduct / performance, the employee will be interviewed by the Director and given an opportunity to explain his / her actions. If the explanation is not satisfactory a Final Written Warning will be issued. The employee will be informed in writing of his / her right of appeal.

##### *Stage 4 - Dismissal*

If there is still no sustained improvement in the standard of conduct / performance whilst a final written warning remains live or if there is an allegation of gross misconduct the employee will be interviewed by the Director. If an acceptable explanation is not forthcoming Dismissal will normally result - with or without notice as appropriate. In cases of Gross Misconduct dismissal may be without notice or payment in lieu of notice. The employee will be provided within 2 working days with written reasons for dismissal, the date on which employment will terminate and the right of appeal.

## A14

### DISCIPLINARY PROCEDURE (Continued)

#### Types of offences

The following are examples of the various categories of misconduct or poor performance (the list is not exhaustive). However, we will investigate individual cases and take action at the appropriate stage depending on the circumstances.

#### *Misconduct – action taken at stage 1 and / or 2 of the procedure*

- Poor timekeeping (repeated lateness or leaving early).
- Failure to let us know within a reasonable time the reasons for your absence in line with procedures.

#### *Serious misconduct – action taken at stage 3 of the procedure*

- Deliberate damage or misuse of our property.
- Deliberate unauthorised absence.
- Unsafe working practices.
- Deliberate and persistent refusal to follow reasonable instructions.

#### *Gross misconduct – action taken at stage 4 of the procedure*

- Theft from us, our employees or clients.
- Fighting or threatening anyone in connection with your employment with us.
- Being under the influence of drink or drugs while at work.
- Fraudulent wage claims or falsifying records.
- Serious deliberate damage or misuse of our property.
- Sexual and racial harassment.
- Deliberately accessing internet sites containing pornographic, offensive or obscene material.
- Refusing to follow management instructions, which then has serious consequences.
- Bringing the organisation into serious disrepute.

#### Authority to take disciplinary action

Verbal Warning	Line Manager / Director
First written warning	Line Manager / Director
Final written warning	Director
Dismissal	Management Committee

#### How long the warnings stay on file

Stage 1 – Verbal Warning	Will remain on employee's personal record for 3 months.
Stage 2 – First written warning	Will remain on employee's personal record for 6 months
Stage 2 – Final written warning	Will remain on employee's personal record for 12 months

## A14

### DISCIPLINARY PROCEDURE (Continued)

#### Records

We will keep records on your personal file of any disciplinary action, which will only be seen by you, your line manager and the Director if appropriate. It is the responsibility of the Director to make sure that disciplinary warnings are removed from your file when relevant.

#### Appeals

You have the right of appeal against any formal disciplinary action. We will tell you in writing when and how you can use this right when the warning is issued.

No person involved in the original disciplinary decision should take part in the appeals hearing unless it is not possible to avoid this.

#### Appeals procedure

Appeals against verbal warning are to one level above that at which the disciplinary action was taken.

Appeals against first written warnings are to the management committee.

Appeals against final written warnings are to the management committee.

Where practicable, all appeals should be lodged within five working days of notification of the disciplinary decision and where practicable, all appeal hearings should be convened within 10 working days of the appeal being lodged.

Appeal hearings shall be entitled to:

- 1) Confirm disciplinary action; or
- 2) Dismiss disciplinary action; or
- 3) Substitute a lesser penalty.

## A15

### GRIEVANCE PROCEDURE

#### Introduction

We want to make sure that our employees have the opportunity to raise grievances and disputes so we can sort them out.

We hope to settle most doubts and problems quickly through constructive informal discussions. However, we know we need a formal procedure designed to meet those circumstances which cannot quickly be resolved through informal discussion.

#### 1 Representation

At all formal stages of the grievance procedure you will have the right to be accompanied by either your trade-union representative or a fellow employee.

#### 2 Right of appeal

You have the right to appeal against any formal decision taken on a grievance issue. Notice of your right of appeal will include details of the time limit within which you must make the appeal.

#### 3 Until the matter is resolved

If you want to use the grievance procedure, you and we will agree that no changes or action will be made or taken until the grievance is resolved.

#### Informal stage

If you have a concern related to your employment, you should discuss this first with your immediate line manager or another manager.

If the matter cannot be satisfactorily resolved at this stage, the following formal procedure will apply.

#### Formal procedure

##### *Stage 1*

You should first raise your grievance with your line manager, who will try to resolve the matter within two working days.

We will keep a written record of your grievance and any proposed solution in your personal file.

##### *Stage 2*

In the first instance, you should ask for a meeting with a more senior manager.

They will hold a meeting within three working days of your request and carry out an investigation to give you a decision within five working days of the meeting.

A written record of your grievance and any proposed solution will be recorded in your personal file.

##### *Stage 3*

If you are still not satisfied, you should present the grievance in writing to the chair of the Management Committee. The chair will then arrange a meeting of the representatives of the committee within 10 working days. The chair should tell you the date and time of the hearing. After hearing the grievance, the Management Committee will give their decision in writing to you within three working days of date of meeting.

Stage 3 is the final stage of the disciplinary and grievance procedure.

**A16**  
**PENSIONS**

We provide an occupational pension scheme for all staff. The only restriction on this will be if your salary falls under the limit or you fall outside the lower and upper age limits for entry set by the Government.

You will be given details of the particular scheme which applies to you in your contract of employment offer letter. Admission to the scheme takes place within a year from starting to work for us.

or

You will be automatically enrolled in the pension scheme we provide. You may opt out if you wish but if you do, we will enrol you again within three years' time.

You can get more details from your line manager.

## A17

### PERIODS OF NOTICE

The following are the minimum periods of notice to end your contract of employment.

1 You – 4 weeks

2 Us:

- If you have continuous service under 4 years - 4 weeks
- If you have continuous service 4 years and over:  
4 weeks for first 4 years of service + 1 week for each additional complete year of service up to a maximum of 12 weeks

#### Other conditions:

1. We may give you a payment in lieu of notice.
2. If we dismiss you for gross misconduct, we will end your employment immediately without payment in lieu of notice.
3. If we make you redundant, the redundancy terms will apply. (See A17)
4. If you want to retire, you should write to the senior officer at least three months before your intended retirement date.
5. If you fail to give or serve the set period of notice, we may take an amount off any amounts due to you (including accrued holiday entitlement) to cover the period you have not served.
6. If the total annual leave you have already taken is more than you are entitled to when you leave, we will take off an amount from any final payment to you.
7. We may, at our discretion, require you not to attend work and/or not to undertake all or any of your duties during any period of notice (whether notice is given by you or by us). We shall continue to pay your salary (and benefits) while you remain our employee.



## A18 REDUNDANCY

### 1. General

We try to reduce the need for redundancies as much as possible by forward planning and good management of staffing budgets. To avoid redundancies, we will:

- Not fill vacancies;
- Make best use of temporary transfers or secondments to other organisations;
- Reduce the use of overtime working;
- Reduce similar work carried out by outside consultants or agencies;
- Retrain staff;
- Introduce work sharing;
- Offer voluntary redundancy; and
- Early retirement

Whether we can do this will depend on the resources we have available. Redundancy implies a reduction in the requirement for employees to carry out work of a particular kind in the place they were employed.

If redundancy is unavoidable, we will contact Unite the Union as soon as possible so that consultation may begin.

### 2. Consultation

The consultation process should start before any public announcement of redundancy or issuing notices of termination. We will ask for and listen to the staff and union's views before making any decisions. The minimum time periods needed for consultation are set by law if more than 20 employees are to be made redundant. (30 days for 20 or more employees and 45 days for 100 or more employees.)

However, we will observe the 30-day consultation period no matter how many employees we propose to make redundant. In other words, consultation will begin at least 30 days before the first dismissal takes effect. For the purposes of consultation, we will give the union written notice of:

- The reasons why any posts have become redundant;
- The numbers, descriptions and locations of the affected posts;
- The total number of employees affected;
- The proposed method of choosing the employees who may be dismissed;
- The proposed method of carrying out the dismissals, including the period over which they are to take effect; and
- The proposed method of calculating severance pay (if different to the contractual arrangement).

We will also consult individual employees who are expected to be affected by redundancies. They will also be allowed to make their comments.

The individual periods of notice for employees will only start once the consultation period has finished. However, we may make a payment in lieu of notice.

## A18

### REDUNDANCY (Continued)

#### 3. Selection for redundancy

The first method of selection will be to ask for volunteers for redundancy. If the volunteers come from an area where we have surplus capacity, we will consider this.

The second method will be to use fair and factual criteria we set, in consultation with the union. The main consideration here will be to keep a balanced workforce.

If the above cannot provide the number of candidates we need for redundancy, we will use conditions related to performance, attendance, conduct, and the last-in-first-out method.

If you want to appeal against redundancy, your rights will be explained at the formal meeting when redundancy notice is given, and again in the letter confirming the decision. (The annex below outlines the general procedure.)

#### 4. Alternative work and trial periods

We may offer you a suitable alternative employment (if available) to avoid the need for redundancy. We will do this before the end of your original contract and it will apply within four weeks of the end of that contract. We will give you enough information to allow you to decide whether or not to accept the offer, and illustrate the differences between the new position and your original one.

If we offer you employment which involves a different type of work or different terms of employment, you will be entitled to a four-week trial period. If this involves training, we can extend this period by written agreement. The agreement will give the date on which the trial period will end and the terms and conditions that will apply after this. If during the trial period either we or you give notice to end the contract, we will treat you as having been made redundant. Notice should be given to end the trial period as follows.

(1) You must give four weeks' notice or the rest of the trial period (whichever is shorter).

(2) We must give four weeks' notice or the period of any outstanding contractual notice (whichever is longer).

If you refuse an offer of alternative employment, or resign during the trial period, you will lose your right to a redundancy payment unless we consider your refusal or resignation as reasonable for example, involving significant changes in travelling time, skills needed, or status.

If you accept redeployment at a lower grade, your employer will protect your current salary for a period of 3 years.

## A18

### REDUNDANCY (Continued)

#### 5. Help for employees

If you are under a notice of redundancy, we will give you the following help to get training or future employment:

- Reasonable paid time off during working hours to go to interviews or to make arrangements for future training or employment.
- Access to secretarial and photocopying facilities to help you prepare a CV, applications forms and so on.
- Written notice to other local employers giving details of your skills.

#### 6. Redundancy payments

All redundant staff with at least 2 years' service will receive redundancy pay. Payments are based on your length of service (in complete years up to 20 years), and age at the date your employment ends. The following table shows the calculation.

Age (yrs)	No. of weeks pay per complete year of service (up to 20)
Up to 21	1.0
22 to 40	1.5
41 and over	2.0

A weeks pay for this calculation refers to basic contractual remuneration.

Redundancy Pay is given irrespective of, and in addition to, any payments which may be made to terminate the contract in-lieu-of-notice. The employee is entitled to a notice period (as per A17). Where it is agreed that the employee need not work this notice, payment-in-lieu may be made for all or part of the period.

An employee who leaves voluntarily during their contractual notice period will not lose their entitlement to Redundancy Pay provided they leave with the employers consent. Consent will be given where the employee is required to take up alternative employment or training during that time.

## A18

### REDUNDANCY (Continued)

#### Appeals

If you do not believe you should have been selected for redundancy, you can appeal.

Appeals will be heard by a sub-committee of the management committee, which will not take part in the selection of those to be made redundant.

#### Procedures for hearing appeals

1. We will tell you about your right to appeal at the formal meeting when your redundancy notice is given and in the letter confirming the decision.
2. You must send your appeal in writing to the secretary of the management committee within two working days of your letter of redundancy.
3. The letter of appeal must clearly state why you want to appeal against your selection for redundancy.
4. Appeal hearings will be heard without delay, and no later than five working days after receiving your appeal. We will give you two working days' notice of the time and place, and reasonable time off to meet with any representative.
5. At the appeal hearing, you have the right to be accompanied by either a union representative, or a workplace colleague or ex-colleague.
7. The Appeal Committee will consider the issue in private and make a decision as soon as possible, and no later than two working days after the hearing. If your appeal is unsuccessful, we will give you and your representative documented reasons for your selection to prove that we followed the agreed criteria.

## B01

### HEALTH AND SAFETY

Health and safety law imposes duties on both employers and employees. So that we can meet ours, we will make sure that:

- We carry out our responsibilities for safety and health at all levels of the organisation;
- We take all practical steps to manage the health, safety and welfare of all employees; and
- We carry out our business so that we make sure that the health and safety of visitors, to any premises under our control, are not put at risk.

We will give you any instruction, training and supervision as is necessary to make sure your health and safety are protected.

You must read the full policy statement which is displayed on the staff notice board. You can also refer to the Health & Safety Manual which is held in the offices.

#### Your responsibilities

You must make sure that:

- You take reasonable steps to protect the health and safety of yourself and anyone else who may be affected by your actions or failure to act at work; and
- You co-operate with the management committee to the best of your abilities to make sure you comply with any duty or requirement placed on you, or any other person, by law.

If you do not do this, we may take disciplinary action against you, which may include dismissal.

#### General information

##### 1. Accidents

Any accident at work should be reported at once as shown in the procedures in the Health and Safety Manual.

You should report details of any accident to the Director if:

- You will be off work or your performance is likely to be affected; or
- The accident is alleged to be due to the negligence of some other person.

##### 2. Protective clothing

If we provide protective clothing, you must wear it and are responsible for looking after it and making sure it remains effective.

##### 3. First-aid allowances

We will normally have an employee trained to carry out a first-aid role. We will give the name of the first-aider on the notice board alongside the safety policy statement together with a list showing where all the first-aid boxes are. We also aim to have a second employee trained as back up to cover any absence of the first-aider. The employee will need to hold a current approved certificate in first aid and will be paid the appropriate first-aid allowance. This amount will be shown in the current agreement on salaries.

The relevant certificates are those approved by the Health & Safety Executive for the purposes of the Health & Safety (First-Aid) Regulations 1981 (for example, St Andrews Ambulance Association). A refresher course will have to be taken at required intervals.

**B01**

**HEALTH AND SAFETY (Continued)**

4. Video Display Units

As in many modern office environments, staff are expected to work with information technology including video display units (VDUs).

Staff should refer to The Association Health and Safety Manual located within the main office for further guidance.

Operators must undergo an eye test no less than once every two years. The Association will contribute to the cost incurred by staff for such an eye test and to the cost of lenses and frames. The maximum contribution will be the allowance approved by the Management Committee annually.

## B02

### EQUAL OPPORTUNITIES

We are fully committed to the principles of equal opportunities in employment, as stated in the Equality Act 2010.

You should read the full policy statement which is displayed on the staff notice board.

#### Main points

- We will not discriminate against anyone for any reason.
- The policy also lists our responsibilities and the procedures we will follow to make sure discrimination does not happen in employment-related decisions.
- As far as is reasonably possible we will make sure that we give employees any instruction, training and supervision needed to meet the requirements of our equal opportunities policy.

#### Your responsibilities

You must accept personal responsibility by law and in relation to the policy for following the principle of equal opportunities.

1. You must:

- Not discriminate against anyone connected to your employment in the course of your employment with us;
- Tell management about any apparent instances of discrimination; and
- Tell management about any perceived problem relating to this policy.

2. If you are guilty of discrimination, we will take disciplinary action against you, which may include dismissal.

3. If you feel you are being discriminated against you should speak to your line manager or use the grievance procedure (or do both).

4. If you feel that you are being harassed, you should raise the issue, in confidence, and in line with our policy on dignity at work (B03).

## B03

### DIGNITY AT WORK

We are committed to providing a working environment where everyone is treated with dignity and respect.

You should read the full dignity at work policy statement which is displayed on the staff notice board.

#### Main points

- The policy aims to make sure that all employees are treated with dignity at work.
- The policy lists our responsibilities and the procedures we will follow to make sure that harassment does not take place.

#### Your responsibilities

1 You:

- Must accept personal responsibility by law and in relation to the policy to make sure harassment does not take place;
- Must make sure that your behaviour does not cause offence, or discriminate against fellow colleagues, contractors, job applicants, clients or customers in the course of your employment with us;
- Must offer support to anyone suffering harassment
- Must tell management about any apparent instances of harassment; and
- Must not indirectly support the person committing the harassment by ignoring an incident.

2. If you commit discrimination or harassment, we will take disciplinary action, which could lead to dismissal.

3. If you feel you have been harassed, you should raise the issue, in confidence, in line with procedure in our dignity at work policy.



## B04

### TRAINING AND DEVELOPMENT

#### 1. General

We are fully committed to developing all of our employees. Through the regular appraisals, you will be aware of how your work as an individual contributes to the organisation achieving our overall aims. We will encourage you to carry out training which relates directly to your work and career so you can improve your job performance and the service we provide.

You should read the full policy statement which is available on the Staff notice board.

#### 2. Vocational training and qualifications

If you want to take part-time vocational courses directly relevant to your career, you can discuss this with the Director and see what help we can provide.

2.1 For appropriate courses (such as those leading to technical or professional qualifications), we can provide up to 100% of the cost or fees. We will pay the fees directly to the educational organisation or institution.

Rules which apply to this funding:

1). We treat the fees paid as a loan. We will write off the loan 12 months after finishing the relevant course or examination. We will ask you to refund the full or part of the cost of fees (as outlined in the undertaking attached to this policy) if you voluntarily leave your employment within those 12 months, if you or the training institution prematurely ends your course or if you are dismissed during that period.

2). If you withdraw from a course, you will have to repay the fees on the basis of 1) above, unless:

- You give us written justification and we agree that you withdraw from the course; and
- You have had to withdraw due to long-term sickness, maternity leave or redundancy.

2.2 We will give you paid leave to sit examinations for courses approved by the management committee. This leave with pay will include the previous half-day (if the examination lasts half a day) or the previous day (if the examination is over a full day).

If you ask to take annual leave around the time of examinations, we will give this priority and consider your request sympathetically.

#### 3. Professional membership fees

We may refund annual fees you pay for membership of professional institutions depending on the following conditions.

- Your membership must be directly relevant to your job
- We will only refund one set of fees if you are a member of more than one institution.
- You will need to give us receipts for the fees.
- We will make payments after tax.

**B04**

**TRAINING AND DEVELOPMENT (Continued)**

Undertaking to repay a loan for professional or vocational training fees

I, [insert name of employee] agree that I will continue working for you, Yoker Housing Association Limited, for 12 months after completing any course for which you have paid the fees.

If I leave your employment or am dismissed before the end of 12 months after completing the course or if I leave the course (or the institution makes me leave), I will refund you an amount to cover the period of service I would be due to work. This will be worked out using all money loaned to me for the course of studies.

I agree that you may take any amount I owe from my salary or other payments due to me under my contract of employment.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

B05

## TRAVEL AND SUBSISTENCE

### 1. Normal travel to work

You will travel to and from your normal place of work in your own time and at your own expense. If we need you to make extra travel in connection with your work, we will refund reasonable costs you incur as a result of our request.

### 2. Business travel

2.1 If you are travelling on authorised business for us, you will be entitled to reclaim fares for public transport. We will refund rail travel at second-class rates only.

2.2 Taxis should only be used in exceptional circumstances or where other forms of public transport are not practicable.

2.3 You may use your private car when travelling on business only when authorised to do so by the Director.

Before receiving this authorisation, you will need to have your vehicle comprehensively insured for business as well as private purposes. The Director will also make sure that the car owner has completed a certificate declaring that they have valid insurance and that this has been kept in a designated file. The certificate should state the following.

I confirm that I have examined the insurance policy for my private car, registration number [insert car registration number], and the car is comprehensively insured for business purposes. I will renew the policy while the car is in my possession and insure any future vehicle which I will use for business travel.

We will not accept responsibility for damage to your car or for injury to the people in it while the car is being used for business purposes.

Authorised car users will be able to claim allowances for business travel authorised by the Director. The scale of allowances will be in line with the published HMRC rates.

### 3. Subsistence allowances

#### 3.1 Eligibility

The rates of allowance are based on your time away on business so you need to give us details of the start and finish times of these instances when claiming subsistence allowance.

#### 3.2 Rates

The rates are reviewed on 1 April each year as part of annual pay negotiations, and you can find up-to-date amounts by referring to the most recent wage agreement.

We can pay two levels of subsistence rates.

- If you need to be on approved or official duty for more than 10 hours, in any one day.
- For official duties of between 5 and 10 hours in any one day out-with our geographical area of activity.

## B05

### TRAVEL AND SUBSISTENCE (Continued)

#### 3.3 Train Meals

When a main meal is taken on a train during a period qualifying for Subsistence Allowance, the actual cost of the train meal (including VAT but excluding alcoholic beverages) may be reimbursed in full, subject to the production of receipts. These payments are made instead of the normal Subsistence Allowances. The number of train meals allowed for would be:

- One main meal for absences of more than 5 but less than 10 hours; or
- Two main meals for an absence of more than 10 hours; or one main meal plus a claim for the normal 5 to 10 hour Subsistence Allowance.

#### 3.4 Overnight

If you are on official duty and away from home overnight, we will pay reasonable expenses as long as you produce receipts.

## B06

### TRADE UNION MEMBERSHIP

#### 1. General

We believe it is in your best interests to become a member of an appropriate trade union. You may apply to be elected as a union representative and hold office within that union.

If suitable accommodation is available, we will provide facilities for meetings of trade-union members. Senior officers should be notified of trade union meetings taking place at the workplace.

#### 2. Time off for trade-union activities

2.1 Branch meetings (and the travel to and from) should take place out with normal working hours. However, meetings of union representatives or the Joint Negotiating Committee may be held within working hours.

2.2 We will give you leave of absence with pay if you are a shop steward so you can go to one meeting each calendar month.

2.3 If you are a union branch official (e.g. a branch secretary, negotiating secretary, or treasurer), we will allow you time off with pay so you can carry out your duties. We will limit this to up to four hours in any one week. You cannot carry this time forward.

2.4 If you want to go to an official conference of your trade union or association, you should ask the Director for time off, giving reasonable notice and providing the relevant details (in writing). We will normally give you leave of absence without pay if this is possible.

2.5 To qualify for paid time off as a union learning representative, you must be trained to carry out duties as a learning representative. Your trade union would need to confirm this to us in writing and it will be valid for six months from the training date.

## C01 CODE OF CONDUCT

Please make yourself familiar with the full Code of Conduct policy which can be found on the Association's website.

You must keep to the following rules during the course of your employment. If you do not, we may take disciplinary action against you.

### 1. Handling information

In the course of your employment you may have access to confidential information about our organisation, employees, customers, partners and anyone else in relation to our business. You must not reveal this information to anyone unless you are authorised to do so by the Director or the management committee.

You also need the permission of the Director before you remove confidential correspondence or documents from the work premises. If you are authorised to remove information from the work premises this should be handled in line with the data protection guidelines.

### 2. Social networking

We respect your right to a private life and that includes joining any social sites you want. However, information posted on these sites is classed as public and not private. As a result, you are not allowed to reveal confidential information relating to us, our customers, partners, suppliers, board members, employees and so on. You are also not allowed to post any comments on people and events connected to us, or make any remarks which could possibly bring us into disrepute. Any actions could result in disciplinary action, including dismissal.

### 3. Interest in contracts and appointments

You must, as soon as possible, tell the Director in writing, if you discover:

- We have, or plan to enter into, a contract or an appointment; and
- You have a financial or private interest in that contract or appointment. This interest can be direct or indirect (which includes some situations where you are not a party to it but your relatives or friends are).

### 4. Publications and lectures

You may not publish any material or deliver any lecture relating specifically to us or our business without getting approval beforehand. You should ask for this approval in writing from the Director or management committee.

### 5. Using official premises

You may not use official premises for unofficial purposes at any time without getting the approval of the Director beforehand.

### 6. Other employment and volunteering activities

You may not accept a post or carry out any occupation or activity which would:

- Mean you need to take time off during your contracted hours; or
- Affect your performance at work.

In exceptional circumstances, we may grant permission for these extra activities. You should ask for this permission beforehand. If you are in any doubt as to whether this condition would apply, please ask your line manager.

C01

CODE OF CONDUCT (Continued)

7. Personal Telephone Calls / Faxes / E-mails / Internet Access

Except in an emergency when the permission of the Director must be sought, staff may not make or receive personal telephone calls, make or receive personal fax calls, write or administer personal e-mails or use The Association's internet access provision for personal business during working hours.

The Association has no objection to these facilities being used (within reason) during the lunch hour, before staff sign in for work or after staff have signed out after work.

For the avoidance of doubt, unreasonable use includes (but is not limited to):

- Peak-time national rate telephone or fax calls;
- International rate telephone or fax calls;
- Accessing or downloading material from internet sites likely to cause offence to a member of the Association's staff or committee or any other person who may have access to The Association's computer systems for information or technical reasons.

Friends and relations should be discouraged from contact during normal working hours except in emergencies due to the disruption this can cause to the working environment.

The Association accepts that receiving such calls is (to a limited extent) out-with the control of the individual staff member concerned. Where such calls are received, staff should take control of the call and ensure that it is kept brief.

8. Gifts and hospitality

You should not accept any gift, favour or hospitality which is intended as, or might be seen by others as an inducement. It is normally clear whether an offer of hospitality and so on might be considered excessive or unreasonable. However, if you are in any doubt, speak to your line manager or the Director.

9. Bribery

We do not allow any form of bribery. You are not allowed to accept or give bribes from or to anyone we do business with. You must also report any instances of suspected bribery within either the organisation or any of our business partners. Accepting or giving bribes will result in disciplinary action including dismissal and can also result in criminal prosecution and imprisonment of up to 10 years for individuals found guilty of these acts. You must immediately report any act of attempted, suspected or detected fraud, theft, bribery and corruption. You can do this in a confidential way to an appropriate person, for example, the Director, the Chair, a board member, the audit committee or the company solicitor.

C02

## PERSONAL INFORMATION

### 1. Personal details

We will treat your personal data in line with our obligations under the current data protection regulations and our own Policy. Information regarding how your data will be used and the basis for processing your data will be provided to you in an employee privacy notice.

We ask that you give us up-to-date and accurate information relating to:

- Your home address;
- Your phone number;
- Your next of kin;
- Name and address of G.P.
- Details of a person to be contacted in an emergency and how this can be done; and
- Details of any allergies or conditions which may be important in an emergency or which could compromise safety.

We require your personal information to allow us to fulfil our roles as your employer, in particular so that we can take appropriate action in any emergency situations.

### 2. Confidentiality

At all times we will respect your confidentiality. We will not give your personal information to anyone without your approval. (This does not apply if we have a legal duty to provide the information.) Your personal details will be retained in line with the Privacy Policy.

You have access to your own personnel file.



C03

**PERSONAL PROPERTY**

We will not accept any responsibility for your personal property while it is on our premises, even if you are using it for official purposes. You should make sure you protect your property at all times. We will give you a lockable drawer if you ask.

## ASSOCIATION'S STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

I have received a copy of the document shown above. I have also had the opportunity to read it in full and asked the Director any relevant questions.

I confirm that I fully understand the contents and accept the terms and conditions within it.

I understand that you will inform me separately about any amendments to these terms and conditions in the future.

I understand that this confirmation and my other personal details will be retained confidentially in my personal file.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_