

**Change to Terms & Conditions Form - Strictly Private & Confidential**

**This form is to be completed by the Line Manager (please write in BLOCK CAPITALS).**

First Name(s): Surname: Please detail the reason for the internal change to contract below:

(E.g. Internal transfer, change of hours, change of post title, re-structure, secondment, extension to fixed term contract, additional post etc).

Change of Contract Start Date: Job Title:

Service: Department:

Location: (e.g. Civic Centre, Latton Bush, etc)

No. of Hours Worked: (please specify the working days and working hours below)

Working Pattern:

(please tick): Permanent **□** Fixed Term **□** Casual **□** Fixed Term end date

Post Status

Grade: Scale Point: Annual Salary:

(if applicable)

£ Hourly Rate:

£

£

£

(if applicable)

Is the post holder a Casual Car User?

(please tick)

Yes

**□**

No Is this post part of the Flexi Scheme?

**□** (please tick)

Yes No

**□ □**

|  |  |  |
| --- | --- | --- |
| Please note that employees who are casual car users must have the correct documentation. Please confirm you have seen the following original documents by ticking the boxes below: | | |
| Full UK Driving Licence **□** | MOT Certificate **□** | Insurance Certificate for Business Use **□** |

Is this post subject to any additional allowances (e.g. Committee Attendance, Shift Allowance, Weekend Allowance etc):

Please provide any additional information regarding this post (e.g. requirement to attend evening/committee meetings, working out of office hours etc, and any health surveillance required for the role i.e. Musculoskeletal Disorders Screening, Hepatitis B ):

**FORMS MUST BE RECEIVED BY THE 25TH OF THE MONTH TO BE PROCESSED IN TIME FOR THE PROCEEDING MONTH’S PAY RUN.**

Line Manager Name:

Line Manager Signature: Date:

**FOR HR/PAYROLL USE ONLY**

Payroll number: Post Number:

|  |  |  |  |
| --- | --- | --- | --- |
| **HR**  Entered on iTrent by:  (new change + work pattern) |  | **Payroll**  Entered on iTrent by: |  |
| Date: |  | Date: |  |
| Checked by: |  | Checked by: |  |