

A brief guide to the Terms and Conditions of Employment

Terms and Conditions of Employment

The main terms and conditions of employment are in accordance with the relevant National Agreement on Pay and Conditions of Service for the occupational group concerned. For most employees these conditions are contained within the National Joint Council for Local Government Services (National Agreement on Pay and Conditions of Service), otherwise known as the 'Green Book'. Harlow Council also has its own local agreements in place.

Salary

The salary range for job posts is published in the recruitment adverts. Your starting salary would depend upon your skills, experience and level of competence. Candidates normally start on the minimum scale point of the grade. Salary is paid by BACS (Bankers' Automated Clearing Services) to either a bank or building society on the 15th of each month.

Hours of work

The full-time working week is 37 ½ hours (full time employees 'bank' 30 minutes per week, pro rata for part time to be used between the Christmas and New Year shutdown, or other local arrangements).

The Council operates a Flexible Working scheme (certain posts are excluded from this). Normal start and finish times are agreed individually and all flexible hours must be recorded on employee timesheets. Many of our posts are available on a part-time or job share basis - usually this will be specified in the advertisement.

Annual Leave

The annual leave period is from 1st April to 31st March. The amount of leave is dependent on grade and length of service. Full-time employees receive a minimum of 26 and up to a maximum of 32 days leave per year. Employees with more than five years' continuous service in Local Government receive a minimum of 31 days leave per year.

Annual leave, public holidays, statutory and extra-statutory days are calculated for part-time employees, job sharers and temporary employees on a pro-rata basis, according to the number of hours worked.

Probation

All new Harlow Council employees are subject to a six month probationary period. Confirmation of employment is subject to satisfactory completion of this probation period.

Pension

The new Pensions Automatic Enrolment regulations require that all employers automatically enrol new employees into a pension scheme providing they

- Earn over £10,000.00 a year (or pro-rata per pay period).
- Are aged 22 or over: and
- Are under State Pension Age.

The Local Government Pension Scheme is opted-out of the State Earnings-Related Pension Scheme. More details will be provided about this scheme if you are appointed.

Medical

All candidates must complete a medical questionnaire, unless already employed in a similar capacity by the Council. The form for the successful applicant will be forwarded to the Council's independent medical advisors for medical clearance. We do not require medical clearance to start you, the clearance simply advises us of any reasonable adjustments that might need to be made. Certain jobs may require a medical as part of the medical clearance process.

Induction and Training

It is important for new staff to settle into their role as quickly as possible and to understand what is expected of them. To achieve this we provide new staff with a departmental induction to introduce them to local procedures and with a corporate induction to understand where their role fits in with what the Council as a whole is striving to achieve. The Council is committed to providing staff with the training required to develop the knowledge and skills needed to fulfill their role and meet corporate objectives.

Personal Performance Plan

We have a performance appraisal system whereby staff meet formally with their line manager at least once a year to discuss performance, agree objectives and identify any training needs relevant to their role.

The scheme strives to ensure that the Council's objectives, standards, targets and plans are achieved, encourages continuous improvement and increases job satisfaction and performance.

Smoke Free Workplace

Smoking and the use of electronic-cigarettes is not permitted in the Council's buildings and vehicles.

Health, Safety & Welfare at Work Policy

The Council will do all that is reasonably practicable to ensure that high standards of health, safety and welfare are achieved and maintained for all staff.

The way we work

Equal Opportunities

The main terms and conditions of employment are in accordance with the relevant national agreement. These principles will underpin the service it provides and the opportunities it creates both as an employer and as a partner. We have a legal duty to promote equality of opportunity. This commitment means that we aim to ensure that no employee, client or customer will be discriminated against because of their: Age; Disability; Gender Reassignment; Marriage and Civil Partnership; Pregnancy and Maternity; Race; Religion or Belief; Sex; Sexual Orientation.

Employment of Disabled People

The Council has been awarded the 'Positive About Disabled People' symbol. We are committed to removing barriers to the employment of disabled people. We can guarantee you an interview if you demonstrate in your application that you meet the essential criteria for the job, if you are disabled.

Work/Life balance and benefits

We recognise the value of offering flexibility to attract and retain good staff. The Council is keen to promote and develop the use of policies to support work/life balance, and for many jobs the following apply:

Working Patterns

The Council encourages the use of flexible working patterns and a number of options are currently available depending on service needs:

- Flexible working hours
- Part-time hours
- Job Share
- Home working

Tax-Free Childcare Scheme

Follow this link for information on the Tax-Free Childcare scheme:

<https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know>

Policies on Special Leave

The Council has a wide range of comprehensive policies in this area some of which include:

- Dependency Leave
- Compassionate Leave
- Parental Leave
- Maternity Leave
- Paternity Leave
- Adoption Leave

The details given above are for broad information only. More detailed information on the above will be available on request.

Car Allowance

Your post may be eligible for casual car mileage allowance.

Employee Assistance Programme

The Employee Assistance Programme (EAP) offers staff access to help and support if they are going through difficult times.

This service is available to all staff, and any immediate family members living with you, as well as councillors.

The EAP provides free, confidential information and support by telephone, email, and online.

Employee Benefits Scheme

Harlow Council has an Employee Benefits Scheme for its staff. The scheme allows access to discounts on the high street and online and includes cashback schemes.