

GENERAL INFORMATION FOR APPLICANTS



Local Government Employees

ABOUT THE COUNCIL

East Renfrewshire Council is widely recognised as one of the most progressive councils in Scotland. We were the first in Scotland with an executive style political management and are a council that embraces modernisation where it makes a positive and genuine difference to the lives of local people.

We have our own identity and are keen advocates of consulting with local people and taking on board their views to improve service delivery. We are ambitious about making a real, positive difference to the quality of life of people in East Renfrewshire.

East Renfrewshire is home to over 90,000 residents and this figure is increasing all the time. Our schools are some of the top performing school in Scotland and our services are provided by five council departments.

For more information on the council visit our website www.eastrenfrewshire.gov.uk.

SUMMARY OF MAIN TERMS & CONDITIONS OF EMPLOYMENT

The following notes do not form any part of any contract of employment and are given for general information only

Terms and Conditions of Employment

During your employment with East Renfrewshire Council your terms and conditions of employment will be in accordance with the existing collective agreements of the Scottish Joint Council for Local Government Employees as applied by the council together with certain additional terms and conditions agreed by the council.

Payment of Salary

Employees are paid four weekly by credit transfer to their bank or building society account.

Job Sharing

All established posts with the council will be considered eligible for job sharing unless it can be shown that job sharing of a specific post cannot be justified.

If you wish to apply for a full time post on a job share basis, you should discuss this with the interview panel if selected for interview.

Hours of Duty

Normal hours of duty are 35 or 37 hours per week, exclusive of meal breaks. The normal office hours within the council HQ and other main office locations are 8.45am - 4.45pm Monday to Thursday, 8.45am - 3.55pm on a Friday with 50 minutes unpaid lunch break daily. Hours of work for operational employees vary according to operational demands.

In the Education Department, the normal hours of duty for support staff in schools vary according to the nature and type of employment. The school day is generally 9.00am - 3.30pm each day.

Support staff in schools can also be employed either for the normal 52 week year or for the 39 weeks when the schools are in session. Staff employed for the 39 week school year are referred to as term time employees. The hours of duty for staff employed on a 52 week basis are generally 35 hours per week while the hours worked by staff employed on term time conditions are mainly part time and less than 30 hours per week.

Annual Leave / Public Holidays

Where a standard five day week is worked over the whole year, annual leave entitlement will be as follows:

Less than 1 year's service by 1 January	22 days
1 years service by 1 January	23 days
2 years service by 1 January	24 days
3 years service by 1 January	25 days
4 years service by 1 January	26 days
5 years service by 1 January	27 days
6 years service by 1 January	28 days
7 years service by 1 January	29 days
8 years service by 1 January	30 days
9 years service by 1 January	31 days
10 years service by 1 January	32 days

In addition to annual leave, employees shall be granted general and public holidays as determined by the council.

Part time employee's entitlement to public holidays and annual leave will be calculated on a pro rata basis.

In the Education Department, support staff employed on term time conditions receive an annual salary which includes a payment in lieu of annual leave and public holidays and accordingly the provision of taking annual leave does not apply to term time staff.

All employees, except term time employees, will be allowed to carry over up to 5 days annual leave from one leave year to the next without reference to management (pro rata for part time employees). Where an employee can identify, at the start of a leave year, specific leave requirements for the next leave year, annual leave in excess of 5 days may be carried over with management approval. Employees may also "borrow" up to 5 days from the annual leave entitlement from the following year.

Sickness Absence

Your entitlement during any absence due to sickness or injury will be as set out in the terms and conditions of employment for Local Government Employees as applied by the council.

Pension Scheme

The council operates a pension scheme in accordance with the Local Government Pension Scheme Regulations. Employees with a contract of employment for 3 months or more are automatically included in the scheme although there is a right to opt out.

Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay.

The main benefits are:-

- A pension based on your career average salary
- A pension that increases each year in line with price inflation
- The ability to exchange some of your pension to provide a tax free lump sum
- Lump sum death in service protection of three times your pay
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death in service or after retirement
- A permanent ill health pension paid from any age to those with 2 years' service who are permanently unable to work

Performance Review and Development

The council has adopted a scheme of Performance Review and Development for all its employees. Performance review and development allows key

tasks and training and development needs to be set and agreed which are related to specific corporate and service goals and your day to day responsibilities. In addition, the scheme will enhance communication between you and your manager by establishing continuous informal assessment and feedback on your performance together with an annual review.

Trade Union

You will have a right to join a trade union relevant to the post and to take part in its activities.

Recruitment and Selection Complaints Procedure

If you think you have been treated less favourably than other applicants, inappropriately or discriminated against during the recruitment and selection process, then there is a complaints procedure which enables candidates to have issues investigated and addressed. If you wish to complain please write to the Human Resource Manager within 14 days of hearing the result of your application explaining why you feel you were discriminated against.

CODE OF CONDUCT

East Renfrewshire Council recognises that the public has a right to expect the very highest standards of conduct from all employees. In this connection a Code of Conduct has been prepared by the council as a result of the adoption by COSLA of the National Code of Conduct for all employees.

The paramount objective of the Code is to lay down guidelines for employees to assist them to maintain and improve standards and protect employees from misunderstanding or criticism. In addition, it is to reassure those with whom the council comes into contact, whether as customers, suppliers or as members of the community, about the integrity of East Renfrewshire Council and all its employees.

HEALTHY WORKING LIVES

Improving health is critical to achieving a smart and successful Scotland. Employers have a key role to play in improving our nation's health and quality of life. The Healthy Working Lives Award is a programme which rewards employers who have implemented policies and procedures which encourage a healthy lifestyle and are committed to improving the health and fitness of its employees.

East Renfrewshire Council has now achieved the gold award. The following policies support our commitment to Healthy Working Lives:

Tobacco at Work Policy

There is a widespread recognition that smoking is damaging to the health of smokers and the effects of passive smoking have emerged as an important health concern, therefore, a comprehensive Tobacco at Work Policy exists.

Accordingly smoking at work is prohibited. The policy will cover all employees during working hours and will include those who work inside or outside. Full details of the policy are available from Human Resources.

Alcohol and Drugs Policy

Most people enjoy drinking and find it a social and relaxing thing to do. Normally it leads to no harm. However, it is important that employees are educated in the importance of drinking in moderation as part of the council's health promotion and general policies for a healthy workforce. In this respect the council has in place an Alcohol and Drugs Policy.

The council expects employees to arrive at work free from the effects of alcohol and drugs and remain so throughout the working day. To comply with this, employees will require to be careful about the amount of alcohol they drink before they report for work which includes the night before and lunch times. Full details of the policy are available from Human Resources.

EQUALITY OF EMPLOYMENT

East Renfrewshire Council is committed to promoting equality of opportunity. The aim of the council's policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including:

- race, colour, nationality, ethnic or national origins, disability, age, sex, sexual orientation, marital status, religion, responsibility for dependants, employment status, political belief or trade union activity or is disadvantaged by condition or requirement that cannot be shown to be justifiable.

This policy will apply to the recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and terms and conditions of employment. The council will pursue practices designed to promote equality and eliminate discrimination and will regularly review their effectiveness.

If you ever consider that you have suffered unequal treatment on the grounds stated above, you can make a complaint to the Deputy Chief Executive who will investigate the complaint and formally reply to you regarding the findings of the investigation.

HEALTH AND SAFETY

In line with the council's general and statutory obligations to provide a safe and health working environment for employees, East Renfrewshire Council has in place a health and safety policy. The policy is divided into three sections and should be regarded as the council's intentions towards the creation, maintenance and development of a safe and health working environment.

Section 1 outlines the general principles underpinning the council's commitment to creating a positive health and safety culture while Section 2 outlines the specific responsibilities placed on the chief executive, the deputy chief executive and other departmental chief officers and also the general responsibilities of employees in developing that culture. Section 3 details the specific procedures and arrangements required to be introduced to implement and monitor these policies. As an employee you will be expected to co-operate in the implementation of the council's health and safety policy by:

- 1 Acting in the course of your employment with due care for your own safety and that of others, who may be affected by your acts or omissions at work.
- 2 Co-operating, so far as is necessary, to enable the council to perform any duty or to comply with any requirements, as a result of any Health and Safety legislation which may be in force.
- 3 Using correctly all work items provided by the council in accordance with the training and instructions you receive to enable you to use the items safely.

EMPLOYEE BENEFITS

In addition to excellent terms and conditions of employment, the Council offers access to a range of employee benefit schemes. These include:-

- ♦ Voluntary health care scheme
- ♦ Local authority discount scheme
- ♦ Discounted leisure membership
- ♦ Credit Union
- ♦ Employee counselling service
- ♦ Occupational maternity/paternity pay
- ♦ Work life balance policies