

COLLECTIVE AGREEMENT BETWEEN UNISON, NUT AND NYCC ON THE PAY & REWARD CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

INTRODUCTION

This Collective Agreement was originally revised in April'11 to incorporate changes to terms and conditions resulting from negotiations with UNISON and outcome of membership ballot. It is updated annually. The opportunity has now been taken to merge the local collective agreements for JNC and Soulbury terms and conditions. This is the update for December 2018 – March 2019. The information given applies to all staff unless otherwise identified.

During 2018/19 there is a commitment to address the following issues within the next 12 months:

- EDT pay review
- Pay bandings review for staff on NJC terms and conditions
- Review of weekend working allowance for full-time/part-time comparison.
- Incorporation of sessional pay arrangements for Registration weekend working staff.
- Inclusion of non-contact time for adult learning teachers and assessors within their contracted hours.
- Stand by rate review to consider change from percentage based to flat rate.

COVERAGE

All employees of NYCC covered by the NJC for Local Government Services and those on JNC Youth & Community and Soulbury terms and conditions.

SUMMARY OF MAIN CHANGES AT THE REVIEW IN DECEMBER 2018

- Amend to include agreement for new pay structure 1st April 2019
- Include the revised minibus allowance rates

SUMMARY OF LOCAL COLLECTIVE AGREEMENT

1. Incentive Payments
2. Increments
3. Unsocial Hours
4. Allowances
5. Flexible Benefits
6. Notice Periods
7. Transport
8. Subsistence Rates
9. Annual Leave Provision
10. Flexible Working
11. Job Evaluation Scheme
12. Pay
13. Pay protection arrangement
14. Pay and reward budget
15. Reviews
16. Quality Assurance

1. **Incentive Payments:** The scheme is as follows:
 - 1.1 **Thank You Payments** –Directorates continue to reward exceptional performance either individually or team based from their budgets. Schools will decide if and how they wish to apply the scheme.
 - 1.2 **Long Service Awards** –Letters of recognition and certificates are given to employees who meet the milestones and ceremonies held as outlined in the scheme. Schools will decide if and how they wish to apply the scheme.
 - 1.3 **Incentive payments scheme:** As well as the option of accelerated incremental progression, there are one-off and time-limited arrangements which do not form part of the employee's permanent salary. They are not contractual but are subject to Income Tax, National Insurance and Superannuation deductions and are generally pensionable.
 - 1.4 Following a 16/17 review of sales related bonuses for staff in selling roles, there was no agreement for bonuses to apply at NYCC.

2. **Increments:**

The scheme provides managers with a framework to review individual contribution. Increments are only awarded if the employee meets the performance criteria. Satisfactory performance includes having an acceptable appraisal and not being subject to any conduct or capability concerns/processes and meeting attendance criteria (defined as 7 days in the last 12 months or averaged over 3 years at 21 days). Those who do not meet the criteria will not receive an increment. This criteria also applies to employees already at the top of the pay band who drop by 1 increment if it is determined by their manager that they do not meet the criteria.

To ensure fairness and consistency in the implementation of the new NJC pay structure, and for the year 2019-20 only:

- Increments will be applied on the 31st March 2019
- NJC staff who commence between 1st Oct 2018 and 31st March 2019 will not be reviewed for incremental progression after 6 months, but will be considered at 31st March 2020
- No accelerated incremental progression will be permitted.

3. **Unsocial Hours (NJC only):**

Staff up to existing Band 9 scp 28, and from 1st April 2019 up to Grade H, new scp 23, are able to claim additional allowances for weekend and night working, and for any additional hours worked.

- 3.1 Managers have a range of options for such categories of work such as Standby and On-Call; Sleeping-in etc. These arrangements cover already agreed and implemented features of the Single Status Agreement from 2002.
- 3.2 Any additional hours worked are paid at the flat rate. For posts beyond old scp 28 up to and including old scp 49 (new scp 23 up to and including new scp 44 from 1st April 2019) or up to FTE hours for part-time staff on higher pay bands, additional hours can be applied at flat rate where there is a clear and short-term project requirement for a piece of work to be completed.

3.3 Weekend working payments/allowances are paid where eligible employees are required to work on a Saturday and/or a Sunday. The payment reflects the amount of weekend working that the individual does, in the following way:

Weekend as % of working week	Additional Payment as % of Salary
0-9%	No additional payment
10-19%	3%
20-39%	5%
40+%	7%

It is expected that in most instances the percentage worked at the weekend will be averaged over a 17 week period

3.4 Work on public holidays - employees required to work on Christmas Day, Boxing Day and/or New Year's Day will receive double time payment based on basic pay only and time off in lieu at single time for the actual hours worked on the public holiday.

Payment for working on other public and statutory holidays is time and a half based on basic pay only with time off in lieu at single time for the actual hours worked on the actual public holiday.

Any subsequent unsocial hours' enhancement, e.g. night work, is calculated separately on basic hours and only on those hours worked on the actual public holiday.

3.5 Night working – the definition as agreed is:
The premium payment for night work is time and a third for shift worked between the hours of 9.30 p.m. and 8.00 a.m. This applies to genuine 'full night shifts' only and does not apply to employees who 'finish late' e.g. 10.30pm or 'start early' e.g. 6.00am. The night shift payment is for a maximum of 10 hours per shift.

This applies to:

- Any day employee temporarily required to work at night
- Designated night workers.

3.6 Emergency Duty Team exceptions to the unsocial hours arrangements as set out above have been agreed and details are set out in Appendix 1.

3.7 Highways, Duty Engineer out of hours working arrangements have been agreed and are as set out in Appendix 2.

3.8 Customer Service Specialist Adviser (EDT) exception to weekend working and compulsory unpaid leave agreed as set out in Appendix 3.

3.9 Holiday pay – see Appendix 4. Further clarification on what elements of normal pay are used in assessing holiday pay and sick pay, Holiday pay appendix 4 – which reflects new agreement to pay an additional 7.69% and will include Stand by, sleep in, residential payments and lettings payments. Mandatory additional hours.

4. Allowances:

- The following allowances will be increased in line with NJC pay increases going forward:
 - First aid
 - Cycle
 - Lettings payments
 - Legionella and asbestos
 - Minibus allowances

Only the allowances below exist:

- First Aid - £10.92 per month
- Telephone Rental – only paid in exceptional circumstances (see Pay & Reward Booklet)
- Lettings – As per Single Status Agreement 2002 amounts as subsequently reviewed.

School size	Rate
Up to 1,800m ²	1 hour basic rate
Between 1,800m ² and 3,000m ²	£14.76 per letting
Between 3,001m ² and 6,500m ²	£19.68 per letting
Larger than 6,500m ²	£24.58 per letting

- Cycle - £2.18 per week
- Practice Teaching Allowance for Social Workers - £6 per day plus £90 per direct observation.
- Market supplement – dependent upon regular review and agreement by Management Board.
- Minibus driving allowance where this has not been factored into the job evaluation score for the post of £5.15 per occasional duty or £30.90 per month for weekly/monthly duties.
- Allowance for legionella and asbestos responsibility – £13.46 per hour for employees who carry out this additional activity once a month where this is NOT an integral part of the job description of the post.

5. **Flexible Benefits:** The flexible benefits system is managed by an external provider. It provides employees with life-style discounts enabling more cost effective use of salary as an employee of the authority and includes salary sacrifice schemes.

6. Notice Periods:

NJC: The contractual notice periods are as follows:

For weekly paid staff - 1 week

For staff up to and including Band 11 (Grade J from 1st April 2019) - 1 month

For staff in pay Bands 12 to 14 (Grades K, L & M from 1st April 2019) - 2 months

For staff in and above Band 15 (Grade N from 1st April 2019) - 3 months

JNC: The contractual notice period is as follows:

All staff are required to give 2 months' notice.

Soulbury: The contractual notice period is as follows:

All staff are required to give 3 months' notice.

7. **Transport:**

- 7.1 A scheme exists to provide a lease car to limited occupational groups of staff as designated (Care and Support Workers, Enforcement Officers, Contact Facilitators). The car is attached to the post and not the staff member. Mileage for lease cars is at a rate of 11p.
- 7.2 Staff can access a voluntary individual lease car via a salary sacrifice scheme.
- 7.3 A local car allowance scheme applies with a flat rate of 42p for up to 10,000 miles and 25p per mile thereafter.
- 7.4 The provision of preferential loans for staff via the voluntary benefits scheme instead of an in-house scheme for essential users.
- 7.5 Cycle Allowance – see section 4.
- 7.6 Travel expenses are available to support staff redeployed to an alternative location where travel costs are increased for 1 year. See Redeployment policy.
- 7.7 Motorcycle mileage rate is different to car mileage; consideration was given to updating this as per HMRC rate. HMRC indicate rate should be 24p per mile. We currently pay a rate that is based (historically) on the cc of the engine:
- 0 – 49 = 10.20
 - 50 – 125 = 15.80
 - 126 – 250 = 22.70
 - 251d over = 29.80
- 7.8 Consideration of alternative mileage rate for hybrid and electric cars – currently the HMRC judge the use of own cars as allowable for AMAP i.e. Authorised Mileage Allowance Payments (AMAPs), and, if the employer pays less than the published rates, may claim tax relief under Mileage Allowance Relief (MAR). Agreed no change to current practice.

8. **Subsistence Rates:**

Subsistence rates have been reviewed and increased from 1/4/08. The only change relates to London Bed and Breakfast. Rates are as follows:

Breakfast	£6.50
Tea	£3.50
Dinner	£11.00
Bed and Breakfast	£76.50
London Bed and Breakfast	£110.00

9. **Annual Leave provision (pro rata):**

In calculating annual leave, service accrued with other organisations recognised for continuous service as per current practice will be included as long as there has been no break in service.

All staff take 2 days unpaid leave wherever possible between Christmas and New Year. If this is not possible the 2 days should be taken at another time in the year. The cost to staff of this 2 days' pay will be spread across the year in terms of pay deductions to limit the financial impact on staff. If the service requires any absence to be covered, resulting in additional costs then unpaid leave will not apply. It is expected this covers a minority of posts eg care staff in residential services.

NJC Annual leave is apportioned as follows:

Continuous Service length	Days leave per year
0-1 year	23
2 years	24
3 years	25
4 years	26
5 – 9 years	27
10 - 14 years	30
15 years /+	33

Pro rata for part-time staff

JNC staff:

Continuous Service length	Days leave per year
0 - 4 years	32
5 years /+	37

Pro rata for part timers.

Soulbury staff:

Continuous Service length	Days leave per year
0 - 14 years	32
15 years /+	33

Pro rata for part timers.

10. Flexible Working:

NJC & JNC staff:

For staff who can utilise the Flexitime Scheme the annual flexi-leave available is 12 days per leave year. Flexitime is limited to staff up to and including Band 16 (Grade N from 1st April 2019) for NJC.

Soulbury staff:

May operate a TOIL system aligned to the flexi time scheme to take account of Service context.

11. Job Evaluation Scheme (NJC only):

11.1 Job evaluation was implemented fully on 1st April'07 with an agreed pay model based on Job Evaluation score ranges set out within locally agreed pay bands but uses the National spine and spinal column points.

11.2 The process was agreed based on the UNISON ballot in 2005 to use Hay and NJC. The interface between the two schemes is addressed by applying a multiplier and taking the most appropriate of 2 scores where they exist.

11.3 A review process exists for staff who query or challenge their scores. This review process is compliant with the statutory grievance process and is an alternative to the Resolving Issues at Work Procedure for the review of JE results only. Where the complaint/concern does not relate to the JE score then the Resolving Issues at Work Procedure applies.

11.4 Job evaluation is an integral part of the grading process at the County Council and is linked to the recruitment of new posts or changed posts with recruitment only taking place into posts with a valid JE score. Schemes continue to be used in the same way but the paperwork and panel arrangements have been

reviewed to streamline the process. There are trained HR and Unison representatives who continue to be involved in job evaluations.

12. Pay

- 12.1 The NJC NYCC pay bands agreed in 2007 commenced from Band 1 at spinal column point 4. The removal of this point nationally in October 2014 resulted in Band 1 moving to point 5. In October 2015 spinal column point 5 was removed as part of the national pay agreement resulting in band 1 moving to point 6 and band 2 moving to cover point 6 and 7.
- 12.2 As a result of the nationally negotiated NJC pay award in 2016, which resulted in the removal of scp 5, Band 1 has been retained as a spot salary at scp6 and Band 2 will be a two point range at scp 6 to 7.
- 12.3 NJC pay award from Apr 2018 introduced a new national pay spine from 1st April 2019. A working group with Unison has reached agreement on a new grading structure replacing all NJC pay bands from Band 1 to Director 3. Agreement has been reached on a locally extended pay spine with new Grades A to N, SM1 and SM2, AD1, AD2 and AD3 and DIR1 and DIR2, attached as Appendix 5
- 12.4 Apprentice Pay for entry level apprentices updated from April 2018 to match the Nationally agreed apprentice pay rate in months 1-6 but increase in months 7-12 to the National rate for 18-20 year olds:

Time in post	Salary
0 – 6 months	£136.90 per week (£3.70ph)
7 – 12 months	£218.30 per week (£5.90ph)
After 12 months	Full salary for the post occupied

This equates to a total annual salary of £9,260 per annum.

- 12.5 JNC pay award of 2% which covers the period 1st Sep 18 to 31 Aug 19 and 1st Sep 19 to 31 Aug 20. An increase of 2% on all points except a higher increase on pay points 2-6 in the 1st year and points 3-6 in the 2nd year with the deletion of pay point 2. Sleep in allowance as per the NJC 2018-20 pay agreement (see 12.3).
- 12.5 Soulbury pay award of 2% each year over 2 years from 1st Sep 18 and then 1st Sep 2019 - 31 Aug 20.
- 12.6 An amendment to the normal pay definition to include non-guaranteed mandatory overtime as set out in Appendix 4. A new system for claiming these mandatory additional hours commenced 1st Oct 15 and was subsequently updated in Apr 17.

13. Pay Protection Arrangements

- 13.1 The protection of earnings period for employees redeployed into lower graded posts is 1 year.
- 13.2 The protection of excess home to work mileage when an employee's work base changes compulsorily is 1 year.
- 13.3 The protection for car parking charges where a work base move has required a move from a base where there was free parking to one where there is only access to charged parking, reasonable car parking charges at the new work base, agreed with line manager, will be claimable for 1 year from the date work commenced at the new work base.

14. Pay and Reward budget

As a result of the County Council's budget deficit starting in 2010 it was agreed that any on-going and rollover underspend from the Pay and Reward budget as of '09/10 and any further underspend at end '10/11 was allocated to contribute to the budget deficit. This was agreed with UNISON following a membership ballot on the issue.

15. Reviews

- 15.1 The whole package will be formally reviewed in 2018.
- 15.2 Any further financial savings resulting from these pay and reward changes will be fully invested in other elements of the package as determined with UNISON via the review process.
- 15.3 The changes to terms and conditions negotiated and agreed with UNISON following a membership ballot in March'11 resulted in savings of £2m and are permanent unless reviewed and renegotiated with UNISON as part of the collective bargaining arrangements.
- 15.4 Review of Technology and Change (ICT) out of hours arrangements – this was agreed to be incorporated within the general pay policy (old Appendix 1 removed).

16. Quality Assurance

Pay and reward is subject to a monitoring process throughout the year and UNISON will be involved in this and in considering the outcomes this monitoring produces. Policy review changes are consulted on with NUT through professional association meetings held quarterly.

BACKGROUND DETAIL

For further information, reference should be made to the following documents:

- Pay and Reward Booklet March 2012, January 2015
- Employee Pay and Reward Booklet 2007 (historical reference point)
- Pay, Leave and Benefits on the Intranet
- Everybody Benefits Intranet page
- Collective Agreement April 2007, 2009, 2011, 2012, 2013, 2016

RELATED POLICIES

- Grading and Re-grading Process
- Increments Guidance
- Increments Appeals Process

- Incentive Payment Scheme
- Long Service Award Policy
- Corporate Pay Policy
- Soulbury Structured Professional Assessment Policy
- Recruitment and Retention Payments Scheme
- Travel and Expenses Policy
- Restructuring, Redeployment and Redundancy Policy

IMPLEMENTATION

- Implementation from 1st April 19 for all staff with an annual review.
- UNISON and NYCC are jointly committed to on-going dialogue on terms and conditions.
- NUT and NYCC are jointly committed to on-going dialogue on terms and conditions.
- This is the latest version updated Dec 18 for next review April 19.

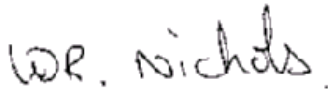
Signed on behalf of The County Council:



Richard Flinton
Chief Executive Head of Paid Services

Date 14.12.18

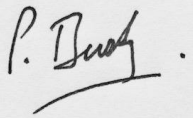
Signed on behalf of The UNISON Branch:



Wendy Nichols
UNISON Branch Secretary (for NJC and JNC terms and conditions staff)

Date 19.12.18

Signed on behalf of the NUT Section of the NEU:



13.8.18

Paul Busby
NUT Secretary (for Soulbury terms and conditions staff)

Date

APPENDIX 1

Health & Adults Services Emergency Duty Team (EDT)

Purpose

The purpose of the EDT is to deliver an emergency social care service to all customer groups outside of recognised office hours in North Yorkshire and the City of York. The aim is to make customers safe until the next working day, maintaining statutory requirements, working to children's and adults social care legislation. The EDT acts as a source of professional advice to various agencies and individuals and provides availability for fieldwork staff undertaking duties themselves when area offices are closed. EDT staff triage and respond to emergency contacts outside of usual working hours which may result in the need for visits, either independently or in partnership with other agencies.

Unsocial hours

The requirement to work unsocial hours including evenings, overnight, weekends and bank holidays will undoubtedly attract some applicants as a lifestyle choice but pay arrangements reflect the challenges of recruiting from a limited pool of candidates.

The EDT covers all periods outside normal office hours.

Monday to Thursday	17.00 to 08.30 hours
Friday/Saturday/Sunday	16.30 Friday to 08.30 Monday
Also 24 hour cover on Bank Holidays	

There is a manager consultation rota in place whenever the EDT is operational in order to provide access to supervision, support and professional advice.

EDT Job Roles

EDT Social Workers (Band 12) Part of the core, established Social Work team on duty rota. These staff provide an overall Social Work service across all customer groups and ages. The purpose of the Band 12 role is to provide an internal pipeline of candidates with potential to progress through Approved Mental Health Practitioners (AMHP) training.

EDT Social Workers Approved Mental Health Practitioners (AMHP) (Band 13) Part of the core, established Social Work team on duty rota. These staff provide an overall Social Work service across all customer groups and ages, additionally providing a statutory Mental Health Act response.

Relief EDT Social Workers (Band 12) & Relief EDT Social Workers (AMHP) (Band 13) Provide cover to the duty rota, fulfilling the duties of the core Social Work (AMHP if qualified) team.

Auxiliary EDT Social Workers (Band 12) & Auxiliary EDT Social Workers (AMHP) (Band 13) Work to a separate Auxiliary stand by rota. The Auxiliary role provides additional capacity to the service at busy times, undertaking tasks and visits as required, working across all customer groups and ages. Auxiliary staff on the stand by rota work from home, and can be called on by the core team to undertake work when the service requires.

Specialist Social Care Advisors are employed as part of the Customer Service Centre in NYCC and provide office based support at peak times during the evening and at weekends. N.B. The pay arrangements outlined in this Appendix do not apply to the Specialist Advisors because their employment is within the Customer Service Centre.

Established team members are on a duty rota. All core members of the team are Approved Mental Health Professionals (AMHP) or are required to undertake training to achieve AMHP status if they are recruited without this qualification. Separate secondment guidance sets out the relevant pay arrangements. Auxiliary staff operate on a separate Auxiliary stand by rota.

Pay elements which apply to the different EDT roles.

Team Posts	Pay Method	Duty Rota				Stand by Rota	
		EDT Social Worker	EDT Social Worker AMHP	Relief EDT Social Worker	Relief EDT Social Worker AMHP	Auxiliary EDT Social Worker	Auxiliary EDT Social Worker AMHP
Contract Type		Established		Relief		Sessional	
Pay Band		12	13	12	13	12	13
Pay Elements		Eligibility					
Basic Pay	Fixed Pay	As per pay band				Sessional hourly rate (x1.5) of pay band SCP	
Additional Hours At basic hourly rate for post	My View Claim	Y		N/A			
Unsocial Hours An enhancement of 20% for all basic and additional hours worked for employees who provide full rota cover.	Fixed pay	Y				Included in the sessional rate	
Stand By Payments NJC Social Worker stand by allowance (currently £28.46) per session	My View Claim	N/A				Y	
Public Holidays 25-26 Dec/1 Jan – x2 Other PH's – x1.5 + TOIL x1 for hours worked No additional weekend or night enhancement	My View Claim	Y				Additional Sessional Payment (x0.5) per hour only on 25-26 Dec/1 Jan. Other public holidays included in the sessional rate.	
AMHP Market Supplement Currently £200/month pro rata for part time staff	Fixed Pay	N	Y	N			

Basic Pay

- An **established Social Worker AMHP** will be appointed to Band 13 (SCP 37-40) and will be eligible for progression in line with the increments policy.
- An **established Social Worker without the AMHP** qualification will be appointed to Band 12 (SCP 34-37) and will be eligible for progression in line with the increments policy. Once

the AMHP qualification is achieved the employee will progress to a Band 13 Social Worker AMHP post.

- A **relief Social Worker AMHP** will be appointed to Band 13 (SCP 37-40). All relief hours are inclusive of holiday pay entitlement.
- A **relief Social Worker without the AMHP** qualification will be appointed to Band 12 (SCP 34-37). All relief hours are inclusive of holiday pay entitlement.
- An **Auxiliary Social Worker AMHP** will be appointed to Band 13 (SCP 37-40). An **Auxiliary Social Worker without the AMHP** qualification will be appointed to Band 12 (SCP 34-37). Basic pay for both is a sessional rate based on 1.5 times the hourly rate of the SCP. This sessional rate is enhanced to recognise the inconvenience of night and weekend working and includes an element for holiday pay and public holidays. There is no further enhancement to the sessional rate*.

**except for Christmas Day, Boxing Day and New Year's Day working, see below.*

Additional Hours

- **Established Social Worker staff** (Band 12 and 13) who work extra hours at the beginning or end of a shift or to cover an additional shift will claim these hours at single time rate*.
- **Relief Social Worker staff** (Band 12 and 13) have no contracted hours and so claim all hours worked as basic relief hours inclusive of holiday pay entitlement.
- **Auxiliary Social Worker staff** (Band 12 and 13) have no contracted hours and so claim all hours worked at the sessional hourly rate.

**if they meet the criteria Unsocial Hours and/or Bank Holiday supplements can be claimed for these additional hours, see below.*

Unsocial Hours

- **Established Social Worker staff** and **Relief Social Worker staff** (Band 12 and 13)

EDT staff cover all hours outside normal office hours with a significant proportion of their contracted hours at night (i.e. between 9.30pm – 8:00am) or at the weekend (Saturday and Sunday). EDT staff who participate fully in the evening, night and weekend rota are entitled to an unsocial hours enhancement of 20% on all hours worked.

EDT staff who, as an exception, do not participate fully in the rota should claim weekend and night enhancements in line with the corporate pay policy.

This **Unsocial Hours** payment reflects:

5% weekend enhancement for staff who work between 20% and 39% of their hours at the weekend, and

15% night working enhancement for staff who work between 40% and 50% of their hours at night*

**equivalent to time and 1/3rd on night hours worked between 9.30pm and 8.00am to a maximum of 10 hours per shift as per the pay policy*

- **Auxiliary Social Worker staff** (Band 12 and 13) have a sessional pay rate already enhanced to recognise the inconvenience of night working. There is no eligibility to further enhancements to the sessional rate.

Standby Duty

- **Auxiliary Social Worker staff** (Band 12 and 13) are paid for each session of on standby duty at the NJC Stand By for Social Workers rate, currently £28.46 (18/19). Hours worked on standby are claimed according to the pay policy, ie rounded to the nearest half hour and subject to a minimum 2 hours, except they are paid at the Auxiliary sessional rate.

- **Established and relief Social Workers** (Band 12 and 13) are not required to undertake standby duty.

The EDT management consultation arrangements are consistent with the corporate pay policy, and attract a stand by supplement of 5% of a month's salary for each complete week of management consultation standby duty, 1/9th of this for each single duty. Managers who cover this rota will be paid at a maximum Band 15 irrespective of the grade of their substantive post. Hours worked will be reimbursed as per the corporate pay policy.

Public Holidays

The EDT duty rotas will include public and statutory holidays. The usual rota arrangements will see an adjustment to accommodate the need for daytime cover when the public or statutory holiday falls on a weekday and normal offices are closed.

- **Established and relief Social Workers** (Band 12 and 13) are paid in accordance with the corporate pay policy for work on a public or statutory holiday. No additional unsocial hours' enhancement is applied on a public or statutory holiday.
- **Auxiliary Social Worker staff** (Band 12 and 13): who work on Christmas Day, Boxing Day and New Year's Day will be paid an additional sessional payment per hour equivalent to 0.5 times the basic hourly SCP rate. Hours worked on other public holidays will be not be paid any additional enhancement.

SCP (from 1 April 2018)	34	35	36	37	38	39	40
Basic rate £/hr	£15.94	£16.28	£16.71	£17.18	£17.68	£18.26	£18.74
Sessional rate £/hr	£23.91	£24.42	£25.07	£25.77	£26.52	£27.39	£28.11
Additional rate £/hr 25 th , 26 th December 1 st January	£7.97	£8.14	£8.36	£8.59	£8.84	£9.13	£9.37

Market Supplements

A market supplement of £200 per calendar month, pro rata for part time staff, is paid to established Social Worker AMHP staff only, in accordance with corporate pay policy and subject to regular review.

Management posts

- The EDT Manager does not cover the EDT rota and is not eligible to receive unsocial hours' enhancements
- The EDT Team Leader covers the EDT rota and is eligible for unsocial hours' enhancements
- The market supplement is paid only to the established Social Worker AMHP and so does not apply to EDT Team Leader or Manager

Appendix 2

Business and Environmental Services

Highways and Transportation

Pay arrangements for Duty Engineer out of hours working

Background

The Winter Maintenance service is covered by Standby Arrangements from 1st October to mid-April. The period is covered by a rota of Highway Inspectors and Duty Engineers. This arrangement only applies to the role of Duty Engineer. The arrangements for the Highways Inspectors is covered by the pay and reward booklet.

The Duty Engineer rota is covered by the Area Manager (SM1), Maintenance Manager and Improvement Manager (both at Band 15) covering each of the seven Areas, thereby covering one week in three.

The duties which are covered by this arrangement are a statutory requirement for the County Council and include both planned and reactive activities which occur during the normal working day and extend through the night/early morning. There is a significant cost implication to the decisions made when carrying out these duties and the potential risk to life in making the wrong decision or in failing to carry out the duties detailed below.

Responsibilities of the Duty Engineer

The Duty Engineer is the out of hours contact for the Meteogroup who provide our weather forecasts. He/she is responsible for receiving any out of hours' calls relating to forecast changes and for making decisions on gritting operations within their area. Their role includes:

- Receiving daily lunchtime forecasts on weekends/bank holidays, making decisions on that forecast and giving instruction to the Contractor accordingly.
- Receiving formal evening updates on the forecast every day, reviewing decisions based on the update and instructing the Contractor accordingly.
- Being able to receive out of hours calls at any time from the Meteogroup on forecast changes and reviewing decisions/giving instructions accordingly.
- Receiving out of hours calls from the Police on reports of weather related hazardous conditions and taking appropriate action in response.
- Respond to emergencies and incidents as they occur.

There are fewer Area Managers than Maintenance and Improvement Managers across the County. Therefore when the Area Managers are on the Duty Engineer rota they have a larger geographical area to manage than the Maintenance and Improvement Managers do when they are on rota.

Furthermore the Area Managers have additional duties relating to countywide co-ordination. This includes them liaising with the Meteogroup about the overall forecast and managing the impact this has on the countywide situation.

Payment arrangements

The Standby Allowance payable for each week's cover worked is 5%.

In addition to the 5% Standby Allowance, the Duty Engineers receive a nominal payment of four additional hours in lieu of additional hours for each week they are on the rota.

Appendix 3:

Pay arrangements for Customer Service Centre Specialist Advisers for EDT

Principles:-

The post holder will work directly with members of the Emergency Duty Team and will deal with contacts for North Yorkshire and the City of York. The Emergency Duty Team (EDT) covers all periods outside normal office hours. The service is office-based.

Monday to Friday 5pm – 10pm

Bank holidays, Saturday and Sunday 9am – 10pm

Rotas to cover out of hours working

Band 10

Job purpose is to provide a central point of contact for members of the public, voluntary and statutory agencies and to facilitate access to services provided by Local Government. The post holder is responsible for receiving and processing all enquiries and requests for service in line with local and central government requirements. The post holder will give advice and information related to services provided by other statutory and voluntary agencies, where appropriate to do so.

Weekend Working

An exception to weekend working pay policy in the same way as EDT staff are exempt as agreed within the Collective Agreement – Appendix 1.

The weekend working policy restricts pay for working at weekends to a maximum of Band 9. As these employees are at Band 10, they would not be eligible to the weekend working payments. However they will regularly work weekends as the service will mirror the EDT working arrangements. The Specialist Advisors will work an average over the year of 8 weekends out of the 17 week rotation, / or an average of 32% of the working week worked on a Saturday and Sunday, therefore a payment of 5% of their monthly basic salary is paid in recognition of this. *(The rota to be reviewed every 17weeks)*

Pay policy guidance extract: Employees, up to and including Band 9, who are required to work on Saturday and/or Sunday as part of their normal working week are entitled to the following payments:

<i>Weekend Working as % of working week</i>	<i>Additional Payment as % of salary</i>
<i>0-9%</i>	<i>No additional payment</i>
<i>10-19%</i>	<i>3%</i>
<i>20-39%</i>	<i>5%</i>
<i>40%+</i>	<i>7%</i>

Percentage time worked at the weekend will normally be averaged over a 17 week period unless the specific operational context dictates a different calculation period. The amounts are calculated based on the monthly basic pay and additional hours where these have only been worked at weekends.

The EDT appendix to the collective agreement (Appendix 1) for unsocial hours confirms 5% weekend enhancement for staff who work between 20% and 39% of their hours at the weekend, as part of their overall unsocial hours payments.

Compulsory Unpaid Leave

To be exempt from compulsory unpaid leave, as the service will need to provide cover at all times for the Out of Hours Service and will incur costs that negates any savings. The cost of cover would be much greater than any saving associated with the 2 days unpaid leave.

Appendix 4 – Holiday Pay

Background

Changes to holiday payments were negotiated in two separate sessions. NYCC and Unison reached agreement in October 2015 to make an additional payment on a quarterly basis to reflect mandatory additional hours worked (those linked to sleep in or standby duties) as set out below:

2015 Agreement - Non-guaranteed mandatory overtime (which the employer is not required to offer, but if offered the employee is required to work) will be included in the normal pay definition. Any such non-guaranteed mandatory additional hours will be claimed separately from other additional hours and will be included in all calculations of leave pay (annual leave, sick leave etc). Employees who are required to work additional hours as part of their contractual terms eg to cover winter maintenance duties, will be able to claim these additional hours as non-guaranteed mandatory overtime. Employees who are required to work additional hours as part of a sleep in, stand by or on call duty will be able to claim these additional hours as non-guaranteed mandatory overtime. All other casual and voluntary additional hours will continue to be excluded from normal pay calculations.

Employees should not be asked to work regular additional or relief hours, on a casual basis. As an example, if additional or relief hours are worked regularly in a 12 week period, and the need for the additional hours is on-going, the employee should be offered a temporary or established contract to reflect the hours being worked. Full time employees should not be expected to work regular additional hours in excess of full time hours. Where there is a need for additional hours this should be met by using other resources eg. another part-time employee working additional hours, or recruiting an additional employee, or variable or annualised hours working. In exceptional circumstances, where a full term employee* is offered and works additional hours regularly over a 12 week period, and the need for the additional hours is on-going, and cannot be incorporated into a variable or annualised hour's contract, the employee should be recompensed for these additional hours in any holiday entitlement.

*For pay band 15 posts and above basic hours are as stated in the statement of particulars, but staff are expected to work the hours necessary to effectively undertake their professional duties consistent with the delivery of their role and outputs, as stated in appraisal and business target plans.

In January 2016 Unison requested that we consider other regular payments in the calculation of holiday pay, namely sleep in and stand by allowances, night work and lettings payments. Details are set out overleaf:

2016 Agreement for implementation April 2017:

2.1 Sleep in, Standby and Lettings payments: Agreement has been reached to pay a holiday pay uplift on all claims for sleep in, stand by and lettings payment allowances. This uplift is at the rate of 7.69%, equivalent to the 20 days Working Time Directive leave covered by case law divided by 260 possible working days. This appears to be the 'going rate' for agreements within the Region.

2.2 Implementation: This uplift will be applied from 1st April 2017 for both schools and non-schools staff. It was further agreed that non-schools staff should have arrears payments for claims made for sleep in, standby or lettings allowances back to 1st October 2016, paid in April 2017. Schools are currently being consulted with a view to applying the same arrears payments for schools staff.

2.3 Night work: Night working enhancement is currently paid in 2 different ways. Those staff who are contracted to work their hours at night have all those hours uplifted for night working whether the hours are worked or employees are on leave. Holiday pay is therefore not an issue for these people. Employees who work night shifts on an occasional or ad hoc basis will not have this reflected in their holiday pay (and should not as it does not meet the test of 'normal pay'). Employees should have contractual arrangements that reflect their normal working. Staff who are being required to cover night duties on a regular basis should be moved to a contract which reflects this regular night working, thereby receiving automatic holiday pay.

2.4 Mandatory additional hours: It has been agreed to bring the current system of paying for mandatory additional hours in line with these new arrangements. Instead of making an additional payment on a quarterly basis, all mandatory additional hours claimed will attract a holiday pay uplift of 7.69% at the point the hours are claimed. This will be based on 20 days rather than an individual's actual holiday entitlement but will be an increase in payments for all staff claiming mandatory additional hours due to the different calculation method.

2.5 Contract type: This agreement relates to staff on all contracts apart from those on relief or sessional contracts.

Appendix 5 Grade Structure from 1st April 2019

SCP	April 19 Salary	Apr 19 Hourly rate	New Pay Structure proposed for April 2019	
1	£17,364	£9.00		GRADE A 217-258
2	£17,711	£9.18	GRADE B 259-308	GRADE C 309-345
3	£18,065	£9.36		
4	£18,426	£9.55	GRADE D 346-369	GRADE E 370-397
5	£18,795	£9.74		
6	£19,171	£9.94		
7	£19,554	£10.14	GRADE F 398-422	GRADE G 423-447
8	£19,945	£10.34		
9	£20,344	£10.54		
10	£20,751	£10.76		
11	£21,166	£10.97		
12	£21,589	£11.19	GRADE H 448-474	GRADE I 475-509
13	£22,021	£11.41		
14	£22,462	£11.64		
15	£22,911	£11.88		
16	£23,369	£12.11		
17	£23,836	£12.35	GRADE J 510-550	GRADE K 551-587
18	£24,313	£12.60		
19	£24,799	£12.85		
20	£25,295	£13.11		
21	£25,801	£13.37		
22	£26,317	£13.64	GRADE L 588-624	GRADE M 625-713
23	£26,999	£13.99		
24	£27,905	£14.46		
25	£28,785	£14.92		
26	£29,636	£15.36		
27	£30,507	£15.81	GRADE N 714-941	
28	£31,371	£16.26		
29	£32,029	£16.60		
30	£32,878	£17.04		
31	£33,799	£17.52		
32	£34,788	£18.03		
33	£35,934	£18.63		
34	£36,876	£19.11		
35	£37,849	£19.62		
36	£38,813	£20.12		
37	£39,782	£20.62		
38	£40,760	£21.13		
39	£41,675	£21.60		
40	£42,683	£22.12		
41	£43,662	£22.63		
42	£44,632	£23.14		
43	£45,591	£23.63		
44	£46,503	£24.10		

45	£48,000
46	£50,000
47	£51,875
48	£54,275
49	£55,840
50	£57,933
51	£60,105
52	£62,359
53	£64,500
54	£66,000
55	£67,500
56	£68,850
57	£70,250
58	£72,955
59	£75,763
60	£78,680
61	£82,500
62	£85,676
63	£88,975
64	£91,400
65	£94,000
66	£95,880
67	£98,000
68	£101,000
69	£104,889
70	£109,100
71	£110,950
72	£113,170
73	£115,430
74	£118,000
75	£122,543
76	£127,250
77	£133,261
78	£137,249
79	£141,500
80	£146,000
81	£168,000
82	£172,000
83	£176,300
84	£180,423

