

## Terms and Conditions covered by the Collective Agreement

### **1. Business mileage**

- remove essential car user status
- pay all users the mileage rates set by the Government through HMRC from 5 April 2012.
- retain a lease car scheme

The removal of lump sum will be phased, commencing on the 1<sup>st</sup> May 2012.

The level of protection will vary dependent on grade as below:

Grades 1 – 9: 3 months paid at 100% and 9 months at 50%

Grades 10 and above: 3 months paid at 100% and 3 months at 50%

An enhanced buy out will be made available:

Grades 1 – 9: £700

Grades 10 and above: £450

### **2. Salary protection – does not apply to teachers**

It is proposed that salary protection be reduced from three years to one year from 1 May 2012.

### **3. Disturbance allowance – does not apply to teachers**

It is proposed to reduce the period that disturbance allowance is paid from four years to one year from 1 May 2012.

### **4. Incremental progression – does not apply to teachers**

It is proposed to award new appointees a first increment on 1 April, subject to 12 months' service in the grade, and future increments on 1 April each year thereafter, effective from 1 April 2012.

### **5. Annual leave – does not apply to teachers**

- To reduce the maximum annual leave entitlement for Grades 19 to 22 from 37 days to 34 days, but retain existing leave entitlements for all other grades from 1 April 2012.
- To incorporate the Christmas concessionary day into each individual's annual leave entitlement at all grades from 1 April 2013.
- To enable employees to take up to an additional 10 days' unpaid leave per year subject to the needs of the service from 1 April 2012.

### **6. Leicestershire County Council Sports and Social Club**

It is proposed to remove the requirement for employees based at County Hall to be members of the Council's Sports and Social Club and for the monthly deduction no longer to be made from employees' salaries from 1 February 2012.

### **7. Emergency and Compassionate Leave**

With effect from 1 April 2012, to incorporate within a new leave arrangements policy the provision for planned and unplanned leave. Emergency situations will be dealt with as unplanned leave – whereby annual leave, TOIL or making the time up or unpaid leave will be taken. With the exception of the hospitalisation of a dependent or a breakdown in care arrangements where up to 2 days leave in a rolling 12 months period may be granted.

Compassionate leave will be changed to “bereavement leave” which will allow for up to 5 days paid leave. The policy will also allow up to 2 days paid leave for an employee if they become aware of the deterioration in health of a dependent or close relation. This will be effective from the 1<sup>st</sup> May 2012.

## **8. Working arrangements**

To introduce a new flexible working policy for all employees and remove the existing flexi-time scheme. The Council is committed to helping its employees achieve a positive work life balance that allows greater flexibility around when and how contracted hours are worked at the same time as providing efficient and customer focussed services. The key features of the proposed policy are:

- The current "core hours" will cease but the new policy will set out a range of flexible working options and encourage managers to think creatively with their teams about setting hours of work and enabling employees to respond to unexpected out of work commitments.
- There will no longer be an automatic entitlement to accrue TOIL. It will be replaced by a policy which still recognises that employees may need to work additional hours on occasions however the entitlement to TOIL must be agreed by their manager.

The new policy would be effective from 1 May 2012.

## **9. Reducing the rate of pay for overtime - does not apply to teachers**

With effect from 1 May 2012, it is proposed to reduce the overtime enhancements to those below:

	Shift contracted to work	Shift not contracted to work
Mon - Fri	Plain time	Plain time
Sat & Sun	Plain time	Plain time
Night	Time + 25% of pay point 10	Time + 25%
Public holidays*	Double Time	Double Time

***\* with the exception of Christmas Day, Boxing Day and New Year's Day where the following provisions apply for all grades. It is proposed that these remain unchanged.***

- \*Normal contractual pay for the day;
- Plus
- Payment at plain time for the actual hours worked
- Plus
- Time off in lieu at a later date equivalent to the actual hours worked.

## **Additional proposals affecting staff employed by ESPO**

### **10. Market supplement**

To pay a market supplement or equivalent, which enables the 10% allowance to continue for warehouse staff who work alternating shifts.

### **11. Training Allowance**

With effect from 1 May 2012, to remove the one-off payment of £20 per week is paid to Grade 3 staff to train temporary staff.

### **12. Overtime and Additional Hours**

To apply the proposed LCC overtime rates from 1 May 2012.

### **13. Christmas Closure Period**

With effect from 1 April 2012, the Concessionary days will be moved to after Christmas and two days compulsory annual leave (or up to 5 days subject to agreement of proposal 6ii) is taken by staff to allow a shut down between Christmas and New Year.