



STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

These are summarised below:

Hours of Work

Your working hours and/or rota will be in accordance with the role appointed to, the principles of which are outlined below:

The Council's standard working week is 37 hours. Your actual working hours will be agreed prior to the start date with your manager of the service and will be determined by your line manager in consultation with you.

Depending on your role, your hours may involve shift, night, weekend and unsociable hours as required by the service in which you work.

Place of Work

Your place of work will be specified prior to your start date.

At the discretion of the County Council, you may be required to work either permanently or temporarily at any other County Council establishment or other location within Hertfordshire.

Annual Leave

The annual leave period runs from 1 April to 31 March each year. Annual leave is based on grade and continuous service and accrues from the first day of employment on a pro rata basis.

Annual leave entitlements are as follows:

Pay Grade or Level	Less than 5 years continuous service	Anniversary of 5 years continuous service	Anniversary of 10 years continuous service
Levels 1 – 8	25 days (185 hours)	29 days (214.6 hours)	30 days (222 hours)
Levels 9 and 10	27 days (199.8 hours)	29 days (214.6 hours)	30 days (222 hours)
Levels 11 – 14	29 days (214.6 hours)	31 days (229.4 hours)	32 days (236.8 hours)
Levels 15 and 16	30 days (222 hours)	31 days (229.4 hours)	32 days (236.8 hours)
Levels 17 – 21	33 days	33 days	33 days

	(244.2 hours)	(244.2 hours)	(244.2 hours)
JNC Youth and Community (All grades)	33 days (244.2 hours)	38 days (281.2 hours)	38 days (281.2 hours)
Soulbury (All grades)	28 days (207.2 hours)	28 days (207.2 hours)	31 days (229.4 hours)

Notice Periods

During the probationary period (first 26 weeks) the contract of employment may be terminated at any stage and only legal notice will be provided (see below). During the probationary period you will be expected to demonstrate your suitability for the post. Your probationary period may be extended in exceptional circumstances. In the event of you not meeting the required standards of performance/ attendance / conduct during the probation period (or during an extension to the probation period) your contract of employment may be terminated at any stage and only statutory notice will be provided.

Employees giving notice

Employees are required to give their contractual notice which will be in calendar months ranging from 1 month to 3 months depending on the individual's grade and terms and conditions.

Level /Grade	Notice Required by Employee
Levels 1 – 7	1 month
Levels 8 – 14	2 months
Levels 15 – 20	3 months
Soulbury	3 months
JNC Youth and Community Worker	2 months

HCC giving notice

If HCC is giving notice to an employee this will be the greater of either contractual notice or that required under employment legislation. The exception to this is during the probationary period (first 26 weeks of employment) where HCC will give legal notice of one week (not contractual).

The minimum legal notice that can be given is:

One week	If the employee has been employed continuously for one month or more, but for less than two years
Two weeks	If the employee has been employed continuously for two years
One week's notice for each complete year of continuous employment, up to a maximum of 12 weeks	If the employee has been continuous employed for three years or more

	<i>E.g. if an employee has worked for 5 years then they are entitled to 5 weeks' notice</i>
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Probation

A 26 week probationary period applies to all new HCC employees, regardless of local government continuous service.

Benefits

Working for HCC entitles you to a large variety of rewards and benefits. All non-school employees will have access to Herts Rewards portal which can be accessed from any computer or smart phone. Please note, eligibility criteria may apply to some local benefits. Please go to www.hertsrewards.vivup.co.uk

Pensions

All Hertfordshire County Council (HCC) employees who are on NJC 'Green Book', Soulbury and Senior Managers terms and conditions are automatically opted-in to the Local Government Pension Scheme (LGPS).

Youth employees will be automatically opted into the Teacher's Pension Scheme, website is www.teacherspensions.co.uk.

Learning & Development

Employees attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations. When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as full-time employees. Some training can be expensive and may require repayment for all or part of the costs incurred should an employee leave the authority before a reasonable time period has expired.

Grievances

Hertfordshire County Council (HCC) expects standards of behaviour, which recognise and respect the dignity of all individuals at work. Harassment, bullying, victimisation, intimidation, discrimination or less favourable treatment will not be tolerated. All employees have the right to raise a grievance relating to their employment.

Disciplinary

The Disciplinary policy applies to all HCC employees. HCC is committed to promoting fairness and equity and sets out the action when standards and/or rules are breached.

Appeals

The employee has the right to appeal any warning or dismissal decision to the Director of their department.

