



## STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment (including certain provisions relating to your working conditions) are covered by collective agreements negotiated between the Council and the Trade Unions.

These are summarised below:

### Hours of Work

Your working hours and rota will be in accordance with the role appointed to, the principles of which will be outlined by your manager.

Your duty rota will be provided to you locally, this rota may be varied from time to time in response to operational needs.

### 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

Annual Leave is to be taken subject to the exigencies of the Service according to the following scale:

Role	Scale "A"	Scale "B"
Day Crewing role	23 days	
FCOp to SFCOp (Fire Control)	25 days	5 days
FCO and above (Fire Control)	28 days	5 days
FF to Watch Commander	25 days	5 days
Station Commander to Group Commander	28 days	5 days
Area Commander and above	35 days	2 days

#### Scale "A"

Days that would otherwise be rota or off-duty days, which fall within a period of annual leave, count as days of annual leave.

#### Scale "B"

Normal working days which may be taken at any time during the leave year. Such leave may be taken in three consecutive duty shifts of absence.

All Officers on the Flexible Duty System should refer to Service Order Leave, which details the limitations on selection of Annual Leave.

The leave period is from 1st January to 31st December. Annual leave not taken within the leave year will normally be forfeited unless there are exceptional circumstances.

### **Notice Periods**

The contractual notice period, which you are required to give to the Council, is a minimum of one months' notice in writing. The contractual notice period that the County Council is required to give you is one months' notice in writing.

<b>Period of continuous employment</b>	<b>Minimum Notice</b>
4 weeks or more but less than 2 years	1 week
2 years or more but less than 12 years continuous employment	1 week for each year of
12 years or more	Not less than 12 weeks' notice

Only half of your employment with other recognised employer counts as continuous service for notice purposes.

Your notice should be addressed to the chief Fire Officer and given in writing via your Divisional Commander.

### **Probation**

Your employment will be on the basis of satisfactory completion of a 9 month probationary period. During your probationary period, your work performance will be reviewed and assessed and your employment can be terminated at any stage of it, on giving or being given the appropriate notice.

### **Pay and Benefits**

Your commencing salary will be as stated in your appointment letter.

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 or via a telephone helpline. Please note, eligibility criteria may apply to some local benefits. Please go to [www.hertsrewards.co.uk](http://www.hertsrewards.co.uk)

### **Pensions**

You are eligible for membership of the Firefighters Pension Scheme 2015. **You will automatically become a member of the scheme from the first day of this appointment.** If you choose not to be a member you must write to The London Pensions Fund Authority within three months in order to receive a refund of contributions. You cannot do this until you have received full scheme details from the LPFA and have passed your first day as a scheme member.

If you are an active member of the 1992 or 2006 Firefighters Pension Scheme, you may have transitional or protected rights to remain in your current pension scheme.

For further information please see:

<http://www.yourpension.org.uk/HCCFire/Pensions-Home.aspx>

### **Training/Personal Development**

You will be required as an employee to embrace the principles of the County Council's Development Charter and will be expected to undertake personal development. A copy of the Charter will be made available to you.

During your service you will be required to undergo training, which may include training in Fire Safety, use of Breathing Apparatus, and any other such training as determined by the Chief Fire Officer. This may involve attendance at local and national training centres (such as the Fire Service College in Moreton in Marsh) and temporary secondments within the Service.

In all cases where the Service has sponsored you to undertake any course of training or instruction, you will be required to undertake duties appropriate to the level of that qualification and/or assessment in accordance with the operational needs of the Service.

### **Grievances**

If you have a grievance relating to your employment you should discuss the matter initially with your immediate line manager.

### **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.