



NHS STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

Your terms and conditions of employment will be in accordance with those determined by the Department of Health in the Agenda for Change Agreement and subsequently varied from time to time by the NHS Staff Council.

These are summarised below:

Hours of Work

Your working pattern will be structured according to the needs of the service and will be determined by your line manager in consultation with you.

All flexible working arrangements will be regularly reviewed with your line manager.

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.

Weekend Working

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

Additional Hours / Overtime

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

Overtime (hours over 37.5 hours) and Additional Hours (part time staff working less than 37 hours) is payable to staff whose basic salary is within Bands 1 to 7. Senior Staff paid in pay bands 8 or 9 will not be entitled to overtime payments.

Additional hours up to 37 will be paid at plain time

Overtime worked over 37.5 hours and exceeding 30 minutes on any one day shall be paid at the following rates:

- Monday to Sunday – Time and a half
- Bank Holiday/ Concessionary Day – Double time

Annual Leave

The leave year runs from 1 April to 31 March.

In exceptional circumstances, and by mutual agreement, up to 37.5 hours (5 days) annual leave may be carried forward to the next leave year.

Entitlement to annual leave is calculated according to complete length of service, which need not necessarily be continuous.

Annual leave for part time staff is calculated on a pro-rata basis in hours.

Length of Service	Annual Leave and General Public Holidays
On appointment	27 days + 8 days
After 5 year's service	29 days + 8 days
After 10 year's service	33 days + 8 days

Notice Periods

For staff in Bands 1 to 7, the period of notice for the termination of your employment will be four weeks on either side until you have completed a period of continuous employment of four years. Thereafter the period of notice required from either party will increase by one week for each additional year of continuous service up to a maximum of twelve years. The period of notice will then remain at 12 weeks.

For staff in Band 8 the period of notice for the termination of your employment will be three months on either side.

These notice periods may be varied or waived by mutual agreement.

The County Council reserves the right to make, at its absolute discretion, a payment in lieu of notice, whether in respect of the entirety or of a lesser portion of the notice period.

Probation

Your first twenty-six weeks of employment with the County Council will be deemed as a probationary period and your confirmation in post will be on the basis of satisfactory completion of this twenty-six week probationary period. 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 unsatisfactory performance 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.

Pay and Pay Progression

Payment is pro-rata for part-time employees and is calculated by dividing the full time salary by 37.5 (full time hours) and multiplying by the number of hours to be worked.

Your starting salary and Terms and Conditions of Service will be in accordance with those determined by the Department of Health in the Agenda for Change Agreement and subsequently varied from time to time by the NHS Staff Council.

Pay Progression and Incremental Date

You have been assigned to a pay band under the NHS Pay system on the basis of the job weight as measured by the NHS Job Evaluation Scheme. Within the pay band there are a number of pay points to allow progression in post. You will progress from point to point on an annual basis at your incremental date (normally the anniversary of appointment) to the top point in the band, provided your performance is satisfactory and you demonstrate agreed knowledge and skills appropriate to the part of the pay band. Pending verification of NHS service, all new appointments will be made to the bottom of the pay band.

Incremental progression is subject to meeting the criteria for passing through the foundation and second gateway. The foundation gateway applies no later than 12 months after appointment to the pay band regardless of the pay point in which you are appointed. Existing staff with at least 12 months experience in the post will be assumed to have met the criteria for passing through foundation gateway.

Your salary for the post will be at the rate ratified by the Secretary of State for Health following deliberations by the appropriate NHS Review Body and NHS Staff Council and as such may be subject to an agreed variation from time to time.

Change to salary bandings will normally be negotiated annually on a national basis and will be implemented automatically.

The incremental date for newly appointed or promoted staff will be the date of commencement in post. Existing staff assimilated to NHS Terms and Conditions will keep their existing incremental date, which may be the date that they were originally appointed to that post, or the anniversary of the effective date of assimilation (individual circumstances apply). Staff who have transferred from another NHS organisation, and who are retaining their existing pay band and pay point (i.e. no change to current terms and conditions or remuneration), will retain their existing incremental date.

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 or via a telephone helpline. Please note, eligibility criteria may apply to some local benefits. Please go to www.hertsrewards.co.uk

Pensions

New employees may be entitled to membership of the NHS Pension Scheme. Employee contribution rates will be based on your salary, and your band will be determined by your actual pensionable pay.

For further information, and to join the NHS Pension Scheme, please contact the NHS Pension Helpline on 0300 3301 346. Information on the scheme can be found on the NHS Pension website:

<http://www.nhsbsa.nhs.uk/Pensions.aspx>

Learning & Development

You will be required in your own right as an employee to embrace the principles of the County Council's Learning Policies and the NHS Knowledge and Skills Framework and will be required to undertake personal development.

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.