

LOCAL SCHEME OF CONDITIONS OF SERVICE

The Scheme is the first point of reference for conditions of service for employees formally employed under APT&C or Manual Worker conditions of service. It replaces the former Local Scheme of Conditions of Service for APT&C staff and local conditions for Chief Officers and the Chief Executive.

This document applies to all County Council employees employed under NJC for Local Government Services conditions of service.



LOCAL SCHEME OF CONDITIONS OF SERVICE FOR LOCAL GOVERNMENT EMPLOYEES

EFFECTIVE DATE OF AGREEMENT 1ST APRIL 1999 as amended by the Collective Agreements of 1 April 2007 and 1 October 2011.

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PROVISION

The Local Scheme of Conditions of Service for Local Government Services is effective from 1 April 1999 as amended by the Collective Agreements of 1 April 2007 and 1 October 2011.

Where local conditions have not been agreed, the appropriate section within the National Joint Council for Local Government Services, National Agreement on Pay and Conditions of Service will apply.

SCOPE

As indicated in their terms and conditions documents, employees are appointed subject to the National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service (referred to as the Green Book), the local Collective Agreement of 1 April 2007 implementing the Pay and Grading Review and Lincolnshire County Council's Local Scheme of Conditions of Service for Local Government Employees and any other arrangements which have been negotiated locally.

'Local Agreements are subject to review between the Council and its recognised trade unions'

These conditions of service have been agreed with those trade unions recognised for the NJC for Local Government Services' employees, i.e. UNISON, GMB and UNITE-T&GWU. It replaces conditions of service of the former NJC for APT&C services, the NJC for Manual Workers, the former Local Scheme of Conditions of Service for APT&C staff and local conditions of service for Chief Officers and the Chief Executive.

Notes:

'Employee' means full time and part time employees who have a contract of employment with the County Council.

Governing Bodies in schools with delegated budgets are responsible for discipline, dismissal and grievance procedures in addition equal opportunities; however the council is responsible for equal pay across community schools. The conditions of service relating to these matters will be given to new appointees or are available from the Headteacher.

Where terms and conditions of service for some other employment groups are silent this Local Scheme applies.

REVIEW

This Scheme will be reviewed as part of a wider review of the local Agreement on Single Status.

EQUALITIES

Lincolnshire County Council is an equal opportunities employer. The County Council's policy aims to ensure that no employee or job applicant receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, religion or belief, gender, gender reassignment, sexual orientation, marital

status, civil partnership status, disability or age, or is disadvantaged by requirements which cannot be shown to be justifiable.

DEVELOPMENT AND TRAINING

The aim of this policy is to demonstrate the importance of learning and development to Lincolnshire County Council in achieving its goals and to make available to all employees the necessary experience, skills, knowledge and competence required to enable them to do their job effectively; develop their potential and their performance; and provide quality, value for money, services to the people of Lincolnshire.

Time off for training and study leave and reimbursement of appropriate fees and expenses will be given in approved cases. When on training courses outside their contracted daily hours, part time employees shall be paid on the same basis as full time employees or given time off in lieu. As a condition of financial assistance employees may be required to repay a proportion of expenses incurred if they leave the County Council within a period of two years after completing training. Details of the circumstances in which this may be required will be made clear before any commitment to training is made.

HEALTH AND SAFETY

General Statement of Health and Safety Policy

The Council recognises that good health and safety management supports the delivery of our services to the people of Lincolnshire.

Lincolnshire County Council is committed to providing and maintaining a healthy and safe working environment for all its employees, and in ensuring that their work does not adversely affect the health and safety of other people such as service users, visitors and contractors.

In order to achieve this aim the Council has the following key objectives:

- as a minimum, to comply with requirements of relevant legislation;
- to identify hazards (the potential for harm), assess risks (the likelihood of that harm being realised) and manage those risks;
- to ensure that employees (and others as appropriate) are adequately informed of the identified risks and where appropriate receive instruction, training and supervision;
- to consult with employees' representatives on health and safety matters;
- to provide and maintain safe and healthy premises and work equipment;
- to ensure that employees are competent to do their tasks, providing training where necessary;
- to ensure that contractors are competent to manage the health and safety aspects of their work;
- to maintain appropriate health and safety management systems and arrangements;
- to monitor and review the effectiveness of the safety management systems and arrangements and where appropriate implement improvements

Protective Clothing

Protective clothing will be provided and maintained by the County Council where it believes it is necessary to comply with health and safety legislation. See Employee Leaflets [POEL7](#), [POEL 17](#), [POEL20A](#), [POEL20B](#), and [POEL26](#).

Medical Clearance

All appointments are subject to the County Council being satisfied on medical advice that the employee is medically suitable for the job offered.

Injury Award Scheme

Employees including relief employees who sustain injury resulting in permanent disablement or die as a result of anything they were required to do in carrying out their work may qualify for an award under this scheme. Details of the Injury Award Scheme are available from the Mouchel Pensions Section. It is essential that in all cases the formal reporting and investigation procedures are followed. See [Injury Award Scheme](#).

First Aid Allowance

Employees who are designated 'First Aiders' for specific work locations will be paid an allowance of £104 per annum. First Aiders must hold a current recognised certificate in accordance with health and safety legislation. Employees who are designated Emergency First Aiders or Appointed Persons must have attended an emergency first aid course and are required to hold a recognised first aid certificate. Emergency First Aiders will be paid an allowance of 50% of the First Aider's allowance.

The number of trained First Aiders or emergency First Aiders required will be assessed by the manager of the work location in accordance with the County Council's guidelines and appropriate training and regular updating will be provided.

Where there is requirement of the post to hold a First Aid qualification this allowance does not apply because the evaluation of the post will include these duties.

PROBATION

All new employees to Lincolnshire County Council are subject to a six month probationary period before an appointment is confirmed. This may be ended earlier or extended following discussion with the manager and employee concerned.

One month's notice period, from either an employee or the County Council, will be required in writing, during the probationary period to terminate employment.

See '[Appointing One Point Below](#)' policy for probation and progression arrangements for employees appointed under this Policy.

PAY AND GRADING

Pay

The locally negotiated Lincolnshire pay spine will apply from 1 April 2007. Thereafter nationally agreed pay bill increases will be honoured. The Council and relevant trade unions are committed to exploring local flexibility in the distribution of such increases.

Progression

Incremental progression will apply to employees appointed on an incremental grade. The means of progression will be as stated in your contract of employment and as contained in the Council [Green Book Employees Pay and Conditions Policy](#). Employees appointed to a single spine column point post will not be subject to progression.

Where an employee is appointed in accordance with the policy '[Appointing One Point Below](#)' they may be moved onto the first point of the post Grade when they have reached the required standard for the post. This may be at any time within the first 12 months on the recommendation of their manager. See [Appointing One Point Below Policy](#).

Payment of Salaries

Salaries for all new appointments will be paid each calendar month on a date not later than the 23rd day of the month in respect of which the payment is made. Employees who are currently paid weekly or four weekly will be transferred to monthly pay by 1 April 2000 at the latest.

Payment will be by bank credit direct into a bank account.

Trade union subscriptions are, with employees' agreement deducted from salary, payments and subscriptions so collected are paid to the union on a monthly basis.

Job Evaluation

All posts will be evaluated in accordance with the job evaluation scheme in force.

Appeals

Employees may appeal against a grading decision in accordance with the Appeals Policy for GLPC Job Evaluation Scheme.

Working at a Higher Level [Acting Up]

Employees temporarily working in a job which is normally graded on a higher level should be paid at an appropriate level for the duties they are asked to perform for that period.

Enhanced Pay

Enhanced pay for weekend working as part of the normal working week for all new employees including internal appointments will cease from 1st October 2011.

For employees receiving enhanced pay for working weekends as part of their normal working week, these payments will be phased out completely by 30th September 2014.

Honoraria

An honorarium payment may be made for exceptional or special work undertaken on a short term basis. Short term is not more than 6 months.

Residential Accommodation

All rents and charges for residential accommodation and services are assessed by the County Council's Valuer and deducted from salary. The assessment is based on

type of property, size, and location, standard, access to facilities and whatever services (heating, lighting, laundry etc) are provided.

Meals and Accommodation Charges for employees

Meals Provided

Free meals will be provided where employees are required to take meals with clients in performance of their duties. [See Entertainment of Visitors section.](#)

PAYMENT OF SUBSCRIPTIONS

Lincolnshire County Council will pay for approved subscription costs that arise from membership of a national, regional or area professional organisation which has a direct benefit to the work of the County Council, provided that the objectives of the organisation do not include improvement of the pay, status or conditions of employment of its members. Employees should submit invoices from their professional association to their line manager for LCC to pay directly up front.

PROVISIONS FOR RETAINED EMPLOYEES

School Crossing Patrol Attendants and Catering Staff in Schools

Annual leave will normally be taken during school holidays. Alternative arrangements may be agreed locally. Payments for annual leave will be pro-rata to comparable full-time employees.

In addition to the provisions set out in the Agreement on annual leave, and public and extra-statutory holidays there shall be an entitlement to:

- payment for days when the school is closed during the term owing to exceptional circumstances such as elections, emergencies and the like, at full rate
- in the case of school meals employees only, not more than three additional days in each year may be granted for school closures during term time on account of half term and other permitted official holidays. Payment at full rate shall be made for any such additional days. Employees required to work on any such additional days are to be given time off in lieu at a later date, or if this is not practicable, payment shall be at double time rates
- In respect of the remaining periods of the year when the school is closed employees are not entitled to receive a retainer payment. The existing contract provisions for pro-rata annual leave shall remain unchanged and will continue to be calculated and paid over 12 months of the year in equal amounts.

Retainer pay for all new employees including internal appointments will cease from 1st October 2011.

For employees receiving retainer pay, these payments will be phased out by the 30th September 2014.

Employees who are unable to work due to sickness absence will be treated in accordance with the sickness provisions as set out in the paragraph 'SICKNESS SCHEME' below. Their entitlement to sick pay is as set out in the NJC National Agreement and will be based on their normal equated salary.

Teaching Assistants

Teaching Assistants in Community Schools, or a Foundation or Aided School who have adopted the Lincolnshire County Council Collective Agreement of 1 April 2007 receive a salary in accordance with this agreement.

The terms and conditions for this group of employees are contained within the Lincolnshire County Council Teaching Assistant Collective Agreement 2003 as amended and will apply for schools that have not adopted the Lincolnshire County Council Collective Agreement of 1 April 2007.

The following points agreed within the Local Scheme Collective Agreement of 2011 changes the application of the Teaching Assistants Collective Agreement in Community Schools in respect of:

- Annual leave entitlement
- Overtime threshold at full time hours ie 32.5 hours for Teaching Assistants

Nursery Employees and Ancillary Assistants

Nursery Employees and Ancillary Assistants in Foundation or Aided School where the Lincolnshire County Council Teaching Assistant Collective Agreement or Collective Agreement of 1 April 2007 has not been adopted.

Nursery employees include nursery nurses and nursery assistants working in nursery classes and nursery schools:

- nursery employees are to be regarded as full-time employees if regularly employed for ten sessions or more per week (including lunch breaks where worked) during the school term or, where a sessional basis is inappropriate, for 32.5 hours (including lunch breaks where worked)
- the right of the employer to require further work outside normal school hours is subject to payment at the plain time rate (based on 1/32.5 of weekly pay) or at the overtime rate of 1.5/32.5 for hours worked beyond the standard working week
- nursery employees employed full time should be available to work for 195 days in any year, of which 190 days will be days on which pupil contact is required

These conditions also apply to ancillary assistants working with statements of special educational needs of working in a special school and ancillary assistants working in classrooms up to the age of seven.

A protected allowance in accordance with the National Agreement (as varied by the Lincolnshire County Council Collective Agreement of 1 April 2007) will be paid to Teaching Assistants working with children with statements of special educational needs or working in special schools who were appointed prior to 1.9.98.

FEES

Fees received from the press, radio, television or from writing books or articles, or from giving lectures concerned with an employee's work should be notified to People Services, Mouchel so that an appropriate deduction from salary may be made unless annual leave has been taken to carry out this work.

SALARY PROTECTION

Where an employee accepts a post on a lower grade as result of a restructuring or change in the workforce personal salary protection will apply on the following terms:

- for a maximum period of two years
- with a limit on the maximum protection available of £3000 (to the nearest SCP)
- with the existing salary being immediately frozen (i.e. pay awards and increments will not be paid until or unless the substantive grade maximum exceeds the protected salary)
- after two years the salary paid will be adjusted to that payable at the maximum of the substantive grade

DISTURBANCE PAYMENTS

Where there is a change or disturbance of work base which requires relocation the Council's Relocation Scheme will apply.

Where disturbance requires additional travelling, a disturbance sum will be paid in complete recompense. The sum will be payable in monthly instalments over a 2 year period. The total sum payable will be calculated on the basis of the appropriate HMRC AMAP rate (taking into account annual mileage) X (the journey excess x 2) X 225 journeys X 2 years and will apply to all employees.

This will be applied pro rata for part time employees.

Should there cease to be an additional travelling requirement the situation will be reviewed.

LONG SERVICE AWARD

Employees who have completed 20, 35, and 40 years continuous service with Lincolnshire County Council and its predecessor authorities will receive a long service award.

(Note the Fire Brigade have a separate scheme for their employees).

TRAVELLING

Before undertaking any journey an assessment must be made to confirm the necessity of travel.

It is expected that employees will use the most cost effective and environmentally friendly mode of transport whilst recognising that this may require some judgement in balancing both factors. See the [Business Travel Policy](#) and the [Travel and Subsistence Rates](#).

With effect from the 1st October 2011 the designation of essential user status and payment of the associated lump sum to new employees and internal appointments will cease.

For employees receiving lump sum payments, these payments will be phased out completely by 30th September 2014.

The Council will reimburse all car, van and motor cycle business mileage at HMRC rates. See the [Travel and Subsistence Rates](#).

It is expected that any employee who travels more than 8,000 business miles per financial year in future will join the new lease car scheme (available from 1st July 2011). Any employee who does not wish to join the lease car scheme will have their mileage rate reimbursed at the HMRC rates (as above).

An additional mileage rate will be paid, as allowed for within HMRC rules, when conveying necessary LCC business passengers, therefore saving an additional potential vehicle claim. See the [Travel and Subsistence Rates](#).

Other Travel Rates

These are set out in Travel and Subsistence Rates.

Two Way Radios in Private Cars

Employees who have a two way radio installed in their private car will be paid an allowance of £50 when the radio is installed. The cost of installation and removal of the radio is to be paid by the County Council. This also applies to the installation of mobile phones.

REIMBURSEMENT FOR MEALS AND OVERNIGHT STAYS

Meals costs, as a general rule, are the responsibility of the employee, whether at or away from the working base. However, if work demands are such that an employee necessarily expends more than s/he would normally, then the additional expenditure will be reimbursed, provided there is prior line management approval and submission of receipts.

Where an overnight stay is required, costs of accommodation and meals together with any further out-of-pocket expenses should be discussed with, and approved for reimbursement by the line manager before they are incurred.

ENTERTAINMENT OF VISITORS

Employees may be reimbursed the actual costs of entertaining visitors on County Council business providing approval has been obtained from the manager.

REIMBURSEMENT OF INTERVIEW EXPENDITURE

Reasonable expenses for interview will be paid including mileage at the HMRC AMAP rate, or the reimbursement of the cost of public transport, after the appointment has commenced.

HOMEWORKING

Employees who are authorised to work from home may be provided with equipment by the County Council. Such equipment is only to be used for business purposes and must be returned on leaving the post or the County Council. Homeworkers must comply with the Health and Safety and IT Security policies and ensure that proper insurance cover is provided. Where any additional costs of homeworking are not met by an inclusive rate of pay for employees who are contractually required to use their home as the work base, an office allowance will be payable in accordance with the County Council's Office Allowance policy. See the [Homeworking Policy](#) for further information.

TELEPHONE REIMBURSEMENT

Employees who due to the nature of their work need to be contacted out of normal hours or are away from the workplace frequently may be supplied with a mobile telephone or with a telephone line at their home which is for County Council business purposes only. In these circumstances the cost of the line rental and business calls will be reimbursed.

WORKING WEEK

The standard working week for all full time employees (except nursery and related employees contracted to a 32.5 hour week) is 37 hours which are to be arranged to meet service needs taking into account the County Council's policies on flexible working.

WORKING ARRANGEMENTS

The provisions of the National Agreement Part 3 Section 2.6 (a) - (f) apply subject to the following:

Overtime is defined as being hours worked beyond the 37 hour working week. Part time employees who work additional hours up to 37 hours will be paid at plain time for those hours.

The relevant premium rate for payment for additional hours will be paid for those hours worked above 37 hours.

The interim arrangements contained in the Collective Agreement dated 1st April 2007 are confirmed. Overtime is payable, subject to conditions in local agreements and terms and conditions, for staff paid up to and including Grade 8, but not those on Grade 9 and above on the Lincolnshire County Council pay spine.

In respect of other working arrangements the provisions of Part 3 Section 2.6 (b) to (f) will be reviewed locally and replaced by agreed inclusive rates of pay.

Until agreement is reached arrangements for payment for additional hours, night work, public and extra statutory holidays and sleeping in duty will be as contained in paragraphs a – e (excluding b, enhanced pay for Saturday and Sunday working agreed in the Collective Agreement of 1 October 2011) of Part 3 Section 2.6 of the National Agreement and arrangements for other non standard working patterns covered in paragraph (f) will be as contained in the former NJC conditions of service.

SITE ALLOWANCES

Employees in the Development Directorate, who are required to be temporarily based on site and to carry an exceptional burden in terms of hours worked and endurance of all-weather conditions in construction and/or engineering works may be paid a site allowance for a period when they are site based in substitution of overtime arrangements.

Scales of Payment

| Additional Hours Worked Per Week | Allowance |
|---|----------------------|
| 3½-7 | 4 percent of salary |
| 7½-9 | 10 percent of salary |
| 9½-11 | 16 percent of salary |
| 11½-14½ | 24 percent of salary |
| 15-18½ | 34 percent of salary |
| over 18½ | 44 percent of salary |

Notes:

Extra time of less than half an hour on any day will be discounted.

Only complete half hours will be counted for payment.

Where the nature of the job makes it likely that work will exceed 18½ additional hours per week over a sustained period of four weeks or more, the Director of Development may recommend remuneration on the basis of planned overtime instead of the above allowances.

LEAVE

ANNUAL LEAVE

Leave Year

The leave year normally runs from 1st April to 31 March but may be varied to suit service needs.

Entitlement

From 1 October 2011, the annual leave entitlement in working days is as follows:

| | Employees with less than 5 years' continuous Local Government Service | Employees with 5 years or more continuous Local Government Service |
|-----------------|---|--|
| Grades 1 to 7 | 24 | 29 |
| Grades 8 to 16 | 27 | 32 |
| Directors | 30 | 35 |
| Chief Executive | 33 | 38 |

Notes:

The timing of all leave is subject to the approval of the manager.

The figures quoted assume a five day working week and will be adjusted for employees working more or less than 5 days each week.

Employees may carry forward to a following year or bring into a current year up to five days of their leave entitlement, adjusted for employees working more or less than 5 days each week. Additional days may be transferred with the approval of their manager.

The leave entitlement is inclusive of the three concessionary and extra statutory days previously provided for in each year (usually the Tuesdays following the Easter, Spring and Autumn bank holidays).

There will be no protection arrangements. All staff will transfer to the new entitlements from 1 October 2011.

The Council reserves the right to designate up to two days annual leave in any leave year, when employees will be required to take annual leave from their allocated allowance, when it considers it is economically beneficial to do so.

All employees are entitled to a minimum of 28 days leave made up of annual leave entitlement and worked bank holidays, pro rata for part time staff. Employees whose working pattern in any leave year does not total 28 days (or pro-rata equivalent) will have their entitlement made up to 28 days.

LEAVE AT BANK AND PUBLIC HOLIDAYS

Paid leave will be granted on nationally declared Bank and Public holidays subject to the needs of the service, these are currently:

- New Years Day
- Good Friday
- Easter Monday
- May Day Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day

OTHER LEAVE

Special Leave for Family or Personal Reasons

Leave with pay may be approved for those occasions when employees need time off for family or personal reasons. [See the Special Leave for Family or Personal Reasons Policy.](#)

This may be for:

- reasons where there has been a close family relationship with someone who has died, is ill, is injured, or assaulted or gives birth
- specific caring responsibilities
- family emergencies
- personal reasons

Where employees are operating within a flexible working hours scheme it may be possible to meet their needs under the terms of the scheme. If this is not possible then up to 10 working days paid leave for full time employees may be approved in any twelve month period.

In exceptional circumstances additional paid leave may also be approved. Managers may also approve reasonable periods of unpaid leave for family or personal reasons.

These conditions of service supplement the statutory right to:

- reasonable unpaid time off from work for dependants (partner/spouse, civil partner/same sex partner, child, parent, someone living in the same household or someone who reasonably relies on the employee) for caring responsibilities, or where arrangements for care unexpectedly breakdown.

Parental Leave

All employees with one year's service and are the parents of a child under the age of 5 are entitled to take a total of 13 weeks unpaid leave during the first 5 years of the child's life. For an adopted child, the right is 13 weeks for the first 5 years after the child was adopted up to the age of 18. For parents of a child with disabilities the right is 18 weeks during the first 18 years of the child's life. For further details see the [Parental Leave Policy](#).

Adoption Leave

Adoptive parents, subject to qualifying conditions are entitled to up to 52 weeks adoption leave. For further details please see [Adoption Leave Policy](#).

Maternity Support Leave

Maternity Support Leave of 5 days with pay shall be granted to the partner or nominated carer of an expectant mother at or around the time of birth. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. Details are contained within the [Paternity Leave Policy](#).

Paternity Leave

Paternity Leave is a statutory right, subject to qualifying conditions, to enable the father of the baby, including adoptive father's, the mother's husband or partner to have one or two consecutive weeks leave within 56 days of the birth. Additional Paternity Leave of up to 6 months is available for qualifying employees. Details are contained within the [Paternity Leave Policy](#).

Maternity Scheme

The provisions for maternity leave and pay are contained in the [Maternity Provisions - Managers' Guidance](#) and the [Maternity Provisions - Employee Guidance](#).

Leave for Public Duties

Employees may be granted reasonable time off with pay to enable them to carry out public duties such as a Member of the following public bodies as defined in legislation:

- a local authority
- a statutory tribunal, public committee or similar body when appointed or nominated by a Minister of State, the County Council or an association of which the County Council is a member

- a police authority
- a board of prison visitors or a prison visiting committee
- a relevant health body
- a relevant education body
- the Environment Agency
- Justice of the Peace
- Chairman of a Local Authority or Mayor

OR

- where requested to give their services voluntarily for activities in which their knowledge, skill, experience or judgement would be of particular value to the Country, community or organisation concerned.
- Volunteer members of the Non Regular Forces who attend Summer Camp will be granted two weeks leave with pay additional to their normal leave entitlement.

Employees wishing to take leave to undertake public duties must first obtain prior approval from their manager and agree the amount of leave allowed in any one year.

Leave will be approved subject to the needs of the service. Employees who work within a scheme of flexible or annualised hours will be expected to use these arrangements where possible. Where an employee is entitled to claim reimbursement of salary for the time lost from any other source, the leave will be without pay.

Election Duties

The County Council regard Election Duties as a Public Duty and as such allow employees the day off with full pay. Employees may also receive an allowance and expenses for carrying out these duties, which they are allowed to retain.

Employees who undertake an election count during a normal working day are also allowed that day as time off with full pay. If a count is undertaken at night there is no entitlement to have the day following as additional leave and employees should arrange to request this as annual leave.

Leave for Trade Union Duties

The County Council has a collective agreement which sets out the provisions on Trade Union Facilities and time off for trade union duties. Details are available from managers or from Mouchel Human Resources.

Jury Service

An employee receiving a summons to serve on a Jury must report the fact to his/her manager who will approve leave of absence unless an exemption is secured from the Court.

The allowance for loss of earnings must be claimed by the employee from the Court under the Juror's Allowance Regulations by forwarding the form confirming loss of earnings and period of jury service to People Services, Mouchel for completion. The County Council will then deduct from the employee's pay an amount equal to the allowance received. Out of pocket expenses which may be payable by the Court may be retained and should not be included in the figure notified.

Attendance at Court

When an employee is required to attend Court following a subpoena or as a witness on behalf of another party where loss of earnings can be claimed from public funds, the claim should be made from the Court and People Services, Mouchel should be notified of the amount as soon as possible.

If an employee is asked to appear by the County Council, appearance as a witness will be treated as a part of normal duties and responsibilities and leave is not appropriate.

Military Reservists and Volunteers

Volunteer members of the Non Regular Forces who attend Summer Camp will be granted 2 weeks leave with pay additional to their normal entitlement.

In relation to both reservists and volunteers, managers may grant Special Leave of absence. For further information see the [Reservists and Volunteers Policy](#).

Accompanying a Fellow Worker

Employees are entitled to reasonable paid time off during working hours to accompany a fellow worker at a disciplinary or grievance hearing, and are also allowed no more than a half day paid time off to discuss and prepare the case with the worker beforehand.

Time Off to Attend Interviews

Time off with pay will be granted for interviews within the County Council. Interviews outside of the authority are to be taken as annual leave.

Where an employee is made redundant and has at least 2 years' service they are entitled to reasonable time off work during the period of notice to look for work and make arrangements for training.

To exercise this right the employee must have been given formal notice of redundancy.

Time Off for Medical Screening

Necessary paid time off will be given for the purpose of cancer screening.

Hospital, Doctors and Dental Appointments

Employees should arrange Doctors/Dentists/Opticians visits to take place outside core time. Flexi time should be used if appointment is within core time.

However, when unavoidable, employees will be allowed time off inside work time, subject to the agreement of their line manager.

Requests will be considered on an individual basis. Hospital appointments are considered authorised absence and time off will be paid. Employees should provide their manager with proof of their appointment (e.g. an appointment card or a copy of the appointment letter) when requesting time off to attend hospital appointments.

Time off to accompany dependants should normally be taken as annual leave or flexi time unless there are exceptional circumstances where paid time off is appropriate.

Prayer/Religious Observance

Employees should seek to undertake prayer or religious observances outside core time. Flexi time should be used if prayer or religious observance is within core time.

SICKNESS SCHEME

Employees unable to work due to sickness must inform their nominated manager as quickly as possible after becoming unfit, indicating the first day of illness, the nature of the illness and where possible the likely date of return to work.

The Directorate/school's own arrangements for sickness absence must be complied with at all times.

Entitlement to sick pay is as set out in paragraph 10 of the NJC National Agreement on Pay and Conditions. This is as follows:

Employees are entitled to receive sick pay for the following periods:

| | |
|--|---|
| During 1 st year of service | 1 month's full pay and (after completing 4 months service) 2 months half pay |
| During 2 nd year of service | 2 months full pay and 2 months half pay |
| During 3 rd year of service | 4 months full pay and 4 months half pay |
| During 4 th and 5 th year of service | 5 months full pay and 5 months half pay |
| After 5 years service | 6 months full pay and 6 months half pay |

'Qualifying days' for the purposes of the Statutory Sick Pay Scheme are all seven days of the week.

An employee who considers the illness arises out of an accident at work or disease associated with their work must notify their manager and complete form PO3.

A claim for sick pay entitlement shall be honoured provided that:

- notification is made at the earliest possible time to the person identified for this purpose by the authority
- further notification is made as required by the authority
- a doctor's statement is submitted to the authority not later than the eighth calendar day of absence
- subsequent doctor's statements are submitted as necessary
- in cases where the doctor's statement covers a period exceeding fourteen days or where more than one statement is necessary, the employee must, before returning to work submit to the authority a final statement as to fitness to resume duties
- on return to work the employee signs a statement detailing the reasons for absence for all absences up to and including seven days

An employee shall, if required by the authority at any time, submit to a medical examination by a medical practitioner nominated by the authority, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination should be met by the employing authority. Where it is necessary to obtain a second medical opinion, it should be provided by an independent medical referee.

Where, for the purpose of qualifying for sick pay under the scheme, an authority requires a doctor's statement from an employee, the authority will reimburse the employee the cost of such a statement on the provision of a receipt.

An employee who falls sick during the course of annual leave shall be regarded as being on sick leave from the date of a doctor's statement.

Where an employee is receiving sick pay under the scheme, sick pay should continue if a public or extra statutory holiday falls during such sickness absence. No substitute public or extra statutory holiday should be given.

Widows and married women exercising their right to be excepted from the payment of full rate National Insurance Contributions shall be deemed to be insured in their own right for all National Insurance benefits.

An employee who is absent from work as a result of an accident is not entitled to a sick pay allowance if damages may be receivable from a third party. The County Council may at its discretion advance the allowance provided the employee agrees to refund the amount from any damages awarded.

TERMINATION

Period of Notice to Terminate Employment

Notice given by either an employee or the County Council to terminate employment will be as follows, unless this is during the probationary period when notice is 1 month, or there is a separate provision in an employee's terms and conditions document:

- employees paid on Grades 1 to 8 - not less than one calendar month
- employees paid on Grades 9 to 12 - not less than two calendar months
- employees paid on Grade 13 and above - not less than three calendar months

The minimum statutory provisions will always be applied.

Ill Health

Termination of an employee's contract on the grounds of incapability arising from ill health will only take effect following proper consideration of medical advice, alternative employment and any reasonable adjustments which can be made. Termination of employment may occur before an employee has exhausted his or her occupational sick pay.

Retirement

From 1 October 2011, the council will not have a compulsory retirement age for its employees; however, separate arrangements will apply for operational fire fighters by local agreement. For further information see the [Retirement Policy](#).

Severance Pay

Redundancy payments and any enhancement to pension provision will be made in accordance with the statutory provisions and discretionary provisions adopted by the County Council.

Death in Service

An immediate payment of £200 will be made to the spouse, civil partner or partner of whole/part time employees of the County Council, if admitted to a superannuation scheme (either the Local Government Pension Scheme - LGPS or the Teachers Pension Scheme -TPS excluding uniformed Fire Officers) subject to:

- the deceased employee has been continuously employed by the County Council since 1.4.87 (employment served with another local authority as long as it is continuous will be taken into account when determining eligibility).

Notes:

Consideration will also be given to the payment to any other dependent relative of a deceased employee of an amount not exceeding in total £200 where there is no spouse/civil partner/partner subject to the provisos set out above.

Partner is defined as a person living with the employee for a period of at least six months before the death.

The Death Gratuity is a taxable benefit.

GRIEVANCE PROCEDURE

Employees who have a grievance arising from their employment should first raise it with their immediate manager. Grievances are best resolved closest to where they arise and regular communication between management and employees lessens the need to use the formal stages of the procedure. It is intended that employees should discuss all matters with their immediate manager as they occur, openly and without fear of sanctions. If the complaint is about the employee's immediate manager then they may take the grievance to the next higher level of management. Issues of harassment, race, colour, nationality, ethnic or national origins, gender, gender reassignment, sexual orientation, marital status, civil partnership status, disability or age discrimination will also be dealt with under the Dignity at Work Procedure. See the [Grievance and Dignity at Work Policy and Procedure](#).

Copies of the full Procedures are available from managers or via the employment manual at www.lincolnshire.gov.uk/hr.

Employees in schools will be given copies of the grievance procedure adopted by the Governing Body.

OFFICIAL CONDUCT

The County Council's Code of Conduct applies to all employees. See the [Code of Conduct](#). Employees in schools may have additional requirements adopted by the Governing Body.

DISCIPLINARY PROCEDURE

The County Council has adopted disciplinary rules to help employees know the standards expected of them. All employees should familiarise themselves with these.

See the [Disciplinary Policy and Procedure](#).

Employees in schools will be given copies of the disciplinary procedure adopted by the Governing Body.

Updated July 2012