

GENERAL INFORMATION FOR APPLICANTS



Local Government Employees

SUMMARY OF MAIN TERMS & CONDITIONS OF EMPLOYMENT

The following notes do not form any part of any contract of employment and are given for general information only.

Terms and Conditions of Employment

During your employment with East Renfrewshire Council your terms and conditions of employment will be in accordance with the existing collective agreements of the Scottish Joint Council for Local Authorities' Services as applied by the council together with certain additional terms and conditions agreed by the council.

Payment of Salary

Employees are paid four weekly.

Political Restriction

In terms of the Local Government and Housing Act 1989, posts within the authority are politically restricted. Where a post is politically restricted this will be specified in the application pack and contained within the Job Description & Person Spec. The appeals procedure does not apply.

Further information on politically restricted posts is available from the Director of Business Operations and Processes.

Hours

Normal hours of work are 35 hours per week, exclusive of meal breaks. The normal office hours within the council HQ and other main office locations are 8.45am - 4.45pm Monday to Thursday, 8.45am - 3.55pm on a Friday with 50 minutes unpaid lunch break daily.

Depending upon the needs of the service, staff in Hybrid roles will typically work from home for up to 40-60% of the time where the needs of the service can still be met.

Due to the nature of your appointment, you may be required to work hours in addition to and out with the above pattern.

Annual Leave

Where a standard five day week is worked over the whole year, annual leave entitlement will be 23 days rising to 33 days after 10 years reckonable service.

In addition to annual leave, employees shall be granted 10 general and public holidays as determined by the council.

Part time employee's entitlement to public holidays and annual leave will be pro rata

All employees, except term time employees, will be allowed to carry over up to 5 days annual leave from one leave year to the next without reference to management (pro rata for part time employees). Where an employee can identify, at the start of a leave year, specific leave requirements for the next leave year, annual leave in excess of 5 days may be carried over with management approval. Employees may also "borrow" up to 5 days from the annual leave entitlement from the following year.

Term Time Working

Staff employed on term time conditions receive an annual salary that includes a payment in lieu of annual leave and public holidays and accordingly the provision of taking annual leave does not apply to term time staff.

Sickness Absence

We operate an enhanced sickness benefit scheme as detailed in the terms and conditions of employment for Local Government Employees as applied by the council.

Pension Scheme

The council operates a pension scheme in accordance with the Local Government Pension Scheme Regulations. Employees with a contract of employment for 3 months or more are automatically included in the scheme although there is a right to opt out.

Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay.

The main benefits are:-

- A pension based on your career average salary
- A pension that increases each year in line with price inflation
- The ability to exchange some of your pension to provide a tax free lump sum
- Lump sum death in service protection of three times your pay
- A pension payable to your surviving spouse, registered civil partner or nominated cohabiting partner on your death in service or after retirement

CODE OF CONDUCT

East Renfrewshire Council recognises that the public has a right to expect the very highest standards of conduct from all employees. In this connection a Code of Conduct has been prepared by the council as a result of the adoption by COSLA of the National Code of Conduct for all employees.

The paramount objective of the Code is to lay down guidelines for employees to assist them to maintain and improve standards and protect employees from misunderstanding or criticism. In addition, it is to reassure those with whom the council comes into contact, whether as customers, suppliers or as members of the community, about the integrity of East Renfrewshire Council and all its employees.

EQUALITY OF EMPLOYMENT

East Renfrewshire Council is committed to promoting equality of opportunity. The aim of the council's policy is to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including:

- race, colour, nationality, ethnic or national origins, disability, age, sex, sexual orientation, marital status, religion, responsibility for dependants, employment status, political belief or trade union activity or is disadvantaged by condition or requirement that cannot be shown to be justifiable.

This policy will apply to the recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and, terms and conditions of employment. The council will pursue practices designed to promote equality and eliminate discrimination and will regularly review their effectiveness.

RIGHT TO WORK

All applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here - <https://www.gov.uk/prove-right-to-work>

EMPLOYEE BENEFITS

In addition to excellent terms and conditions of employment, the Council offers access to a range of employee benefit schemes. These include:-

- ♦ Voluntary health care scheme
- ♦ Discounted leisure membership
- ♦ Employee counselling service
- ♦ Financial Wellbeing Service
- ♦ TUSKER salary sacrifice car benefit scheme

RECRUITMENT AND SELECTION COMPLAINTS

If you think you have been treated less favourably than other applicants, inappropriately or discriminated against during the recruitment and selection process, then there is a complaints procedure which enables candidates to have issues investigated and addressed. If you wish to complain, you can log a complaint via the council's internet site or via Customer First.