

Shetland Islands Council



Single Status - Into a New Era

Employee Information Booklet

22nd February 2007

Please take some time to read through this booklet as it contains vital information about the proposals being put forward by this Council on Single Status.

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1. Introduction

Representatives of Shetland Islands Council management have been working in partnership with the local Trade Unions for the past few years to take forward Single Status. We have now reached an extremely important point in the development of the initiative locally, and so are providing you, as an employee, with information on the package that we are putting forward.

In taking forward the Single Status agreement, we have had to be mindful of the environment in which the Council is now operating. With a growing emphasis being placed on workforce equality, the working practices that used to exist in this and every other local Council in the UK are no longer considered to be legal. To have ignored Single Status and hoped it would go away was simply not an option. Although we are conscious of the fact that some jobs will be graded lower than previously, this is not a reflection on any individual employee or the efforts they put in to their job. It's about ensuring equality and fairness.

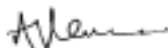
As well as that, pressures are increasingly being placed on the Council to reduce the amount it's spending from the reserves that Shetland built up during the oil era. According to a recent report prepared by the Head of Finance, if the oil reserves continue to be spent at present rates, there will be nothing left by 2016. Adding substantial amounts to the Council's operating costs as part of Single Status would therefore further increase the rate at which the oil money is being used up. We feel that would be an irresponsible step and one which would have serious implications not only for this generation, but also future generations of Shetlanders.

The Council is very conscious of the fact that some jobs will be graded lower than they were previously and that, with new terms and conditions, some employees will see changes. As a result, measures have been put forward to lessen the impact on as many individuals as possible – See Section 3. The Council has also committed over £10 million to fund pay protection arrangements and has agreed to add £500,000 to the annual pay bill of the Council. Please take some time to read through this booklet so that you are fully aware of the package being put forward and how it could affect you.

Although there is no doubt that we are facing a challenging time, we firmly believe that the proposals being put forward here represent an important step in moving the Council forward as an employer that promotes fairness and equality. Added to that, having taken a realistic view of the resources we have available, we feel the proposals will also make a substantial contribution to safeguarding jobs in the Council and sustaining Shetland as a community in the longer-term. These are things that we feel are ultimately in everyone's best interests.



Chief Executive



Convener

2. What is Single Status?

Traditionally, Councils in Scotland have had more than one set of terms and conditions for their employees. The three main ones, which are often referred to by the colour of the binder they are contained in, are shown below:

- “Scheme of pay and conditions of service for Manual Workers”
(sometimes called the ‘**Green Book**’)
Which covers employees like Catering Assistants, Cleaners, Roadworkers, School Janitors, Refuse Collectors etc.
- “Scheme of pay and conditions of service for Craft Operatives”
Which covers employees like Plumbers, Electricians, Joiners etc.
- “Scheme of pay and conditions of service for Administrative, Professional, Technical and Clerical staff” (sometimes shortened to APT&C)
(sometimes called the ‘**Blue Book**’)
Which covers traditionally office-based workers, but also staff in Residential Units and Nursery Nurses.

As there were three different sets of terms and conditions, it has meant that some groups of employees have been entitled to benefits that others weren’t and there have been different rates for some of these benefits. As this went against Equal Pay legislation and led to claims of discrimination, a national agreement was reached to introduce one single set of terms and conditions for everybody. This is what’s known as ‘Single Status’.

In July 1999, the representatives of Scottish Council employers and 3 major Trade Unions (GMB, TGWU and UNISON) signed the National Agreement on Pay and Conditions of Service. This is also known as the “Single Status Agreement” or the “Red Book”.

The Agreement set some terms and conditions to apply nationally across all Scottish Councils and left others for negotiation between individual Councils and local Trade Unions. However, all Councils were required, through the Agreement, to deliver the following,

1. A new local pay and grading structure to replace the current national grades and pay rates. This had to follow on from a Job Evaluation exercise;
2. An associated pay structure for the new grades using a new expanded spinal column of hourly rates/pay points, agreed by the Scottish Joint Council; and
3. Local, harmonised terms and conditions of employment.

This effectively makes up Single Status. Each of these will be further explained in the following sections.

2.1 Job Evaluation (sometimes shortened to 'JE')

2.1.1 A brief background to Job Evaluation

Job evaluation is recognised as the best way of achieving grading structures which satisfy the underlying principle of the Equal Pay Act – that is, “equal pay for work of equal value”. It is also seen to be the fairest and most transparent system for deciding how to pay employees in an organisation.

The Shetland Islands Council, as a member of the Convention of Scottish Local Authorities (COSLA), signed up to the JE scheme that was developed for use in all Scottish Councils. This scheme was designed to ensure that it:

- Complies with the Equal Pay Act;
- Adopts good practice guidance published by the Equal Opportunities Commission;
- Follows the ACAS Code of Practice on Job Evaluation;
- Adopts accepted best practice; and
- Is based on recognised statistical techniques.

The scheme that was developed was tested using a sample of jobs from every Council in Scotland, including Shetland. Both sides of the Scottish Joint Council (Employers and Trade Unions) then agreed the final scheme on 20th April 2000 and, apart from one change, this is the basic scheme that has been used since then.

2.1.2 The Job Evaluation Scheme

The Job Evaluation Scheme measures how demanding a job is, using a wide range of factors, so that all of the demands that are placed on an employee when doing their job can be taken into account. It's important to note that job evaluation is designed to measure how demanding the job is, not the individual employee's abilities, personal qualities or performance in that job. The factors that are included in the Job Evaluation Scheme are set out below:

1. Working environment	8. Responsibility for employees
2. Physical co-ordination	9. Responsibility for services to others
3. Physical effort	10. Responsibility for financial resources
4. Mental skills	11. Responsibility for physical and information resources
5. Concentration	
6. Communication skills	12. Initiative and independence
7. Dealing with relationships	13. Knowledge

2.1.3 The evaluation process

Over the past few years, job analysts have been carrying out interviews with employees in all services across the Council. This consisted of the employee completing a questionnaire and then having a face-to-face interview with a trained analyst.

Not everyone in the Council has been through this process. Where a number of employees were in the same type of post, evaluation interviews were carried out with one or more employees to make a sample. This saved having to carry out interviews with each and every individual employee, which would have been impractical. (for example, if there had been 30 employees all employed as Roadworker 'Grade 3', a small number of evaluations would have been carried out, instead of 30). If employees felt that their jobs were genuinely different from those in the same grade and the Project Manager was satisfied that this was the case, they were given the opportunity to be evaluated.

When the face-to-face interview was completed, the jobholder and line manager were then sent the draft job overview for checking. If the employee and their line manager signed the overview, the process was deemed to have been completed. Where there was disagreement, the Project Team tried to resolve the conflict as far as possible. However, as over 1000 evaluation interviews were carried out, covering some 3000 posts and 4000 employees in all Services, not all of the difficulties could be resolved. Employees who remain dissatisfied with the process/overview, still have the opportunity to appeal when Single Status is introduced. (See section 3.9 on Appeals).

In its simplest form, a job evaluation process can be summarised as a set of stages:

STAGE 1

A trained job analyst gathers information from a jobholder on the tasks that are involved in his/her job

STAGE 2

This information is fed into a job evaluation computer programme

STAGE 3

A document - called a 'job overview' - is produced that describes the job and the demands that are placed on the jobholder when carrying it out. The jobholder and line manager each get a copy to check and sign

STAGE 4

The job evaluation computer programme automatically allocates points to the job, under the 13 Factors, based entirely on the information contained in the 'job overview'

Please note that the number of points your job has been awarded on each of the 13 Job Evaluation factors is outlined in the letter you received with this booklet.

For further information on the Job Evaluation Scheme and the factors, you can check the Council's Single Status webpage at www.shetland.gov.uk/singlestatus

2.1.4 Quality Checks

In order to ensure that the evaluation process was as fair and transparent as possible, the Job Evaluation Project Team carried out a quality check on each evaluation once it had been completed (and before the overview was sent to the employee and line manager). This sometimes resulted in a follow-up interview if there were things that weren't clear or it appeared that an error had been made during the evaluation.

Towards the end of 2006, representatives from the TGWU and UNISON also carried out checks on a sample of the job evaluation data. The purpose of this was to allow the Trade Unions to carry out an independent check on the process and raise any issues with the Project Team.

2.1.5 Using the Job Evaluation data

Once a high enough number of evaluations had been completed, a 'rank order' of jobs was put together. A 'rank order' is simply a list of jobs in order of the points that they received from the job evaluation process. The higher the points, the more demanding the job would be considered to be.

The Project Manager then used computer software that had been agreed for use in all Scottish Councils, to identify clusters of posts that had similar points totals. The clusters helped to identify where grade boundaries could be drawn, and ultimately helped to decide how the Pay and Grading structure should look.

The various Pay and Grading Model options that were created from this process were discussed with the Trade Unions and one was chosen that met both management and Trade Unions' requirements. The following section describes the Pay and Grading structure in more detail.

2.2 Pay and Grading

2.2.1 Old pay and grading structure

Under the old Pay and Grading systems, Manual Workers and Craft Workers received a fixed hourly rate for the job (spot rate). There was no opportunity to increase the rate for the job, other than through the annual cost of living increases, which are applied to all jobs in the Council.

APT&C staff were paid on a salary scale which consisted of a number of grades (see Appendix 1). A new employee would normally start on the first point of the grade for their job and then move up an incremental point each April until they reached the top of the grade. The top of the grade was regarded as the "rate for the job". This was in recognition of the fact that it often took a number of years to be experienced enough to be fully competent in an APT&C job.

2.2.2 New pay and grading structure

Over the past few months, representatives of the Council's management team and the Trade Unions have spent time discussing the form the new Pay and Grading structure should take. The structure that was chosen has 14 grades (see Appendix 2) and has been checked by an independent assessor, to ensure that it meets strict equalities standards.

All jobs covered by Single Status have been placed into one of these 14 grades depending on the score they received during the job evaluation exercise. The grade you have been placed in will be outlined in the letter you received with this booklet.

The Pay and Grading Model that is being proposed shows that the hourly rate for around **25% of posts will reduce** and around **75% will increase**.

A few scenarios are outlined on the next page to explain this in a bit more detail.

Example 2.2.1 – ‘Green circle’

If your new Single Status hourly rate is higher than your pre-Single Status hourly rate, you would be considered to be a ‘Green Circle’. There are currently around 45% of posts that fall into this category.

You would be placed on the first point of the new grade and would be eligible for the backdated pay proposal outlined in Section 3.1. You would be able to progress to the top of your new grade through either 2, 4 or 5 annual incremental increases (depending on the grade you were placed in).

Example 2.2.2 – ‘Yellow circle’

If your pre-Single Status hourly rate is within your new Single Status grade, you would be considered to be a ‘Yellow Circle’. There are currently around 30% of posts that fall into this category.

You would be placed on the next hourly rate that is higher your pre-Single Status hourly rate. In effect, your hourly rate would be rounded up. You would be eligible for the backdated pay proposal outlined in Section 3.1 below and receive annual cost of living increases.

You would also be entitled to annual incremental increases, unless you are at the top point of the new grade.

Before Single Status

Employee’s basic hourly rate is Social Care Worker Pt 3 (£9.5207 per hour)

After Single Status

Job evaluation results in the job being placed in Grade G, which contains 4 incremental points.

Employee would be placed on nearest rate to the old hourly rate in Grade G (rounded up)

New hourly rate would be **£9.5367** per hour (2nd point of Grade G).

Example 2.2.3 – ‘Red Circle’

If your new Single Status hourly rate is less than your pre-Single Status hourly rate, you would be considered to be a ‘Red Circle’. There are currently around 25% of posts that fall into this category.

You would be eligible for a maximum of 5 years ‘pay protection’ (see section 3.8 below). In effect, this would mean that the first basic pay that would be affected by Single Status would be April 2008.

2.3 The new terms and conditions

This Council has over 100 separate local agreements relating to employee terms and conditions. As some of these only apply to certain groups of staff, they are considered to be unfair. The proposed terms and conditions are fairer as they apply equally to everyone. This is backed up by the fact that these proposed terms and conditions have been checked by an independent assessor and have been passed as meeting equality standards.

Please note, the new Terms and Conditions outlined in Appendix 3 and those outlined in Section 2 of the Red Book would replace the existing Terms and Conditions. Therefore, if it is not referred to in Appendix 3 or in Section 2 of the Red Book, it would no longer be deemed to exist after Single Status is introduced.

As it hasn't been possible to outline to each individual employee how the new Terms and Conditions impact on his/her situation, ***it will be important that you take some time to read through Appendix 3 to see which of these would apply to you.***

3. Proposals to accompany Single Status

The following is a set of proposals that the Council is putting forward for you to consider. Please take some time to read through these (and the examples) so that you are clear how they would affect your own employment situation. It may be useful to input your own hours and hourly rates of pay to the examples to help you get a clearer picture of what these proposals could mean for you.

3.1 Backdating of pay increases

If your basic hourly rate rises due to Single Status (Green or Yellow circle, see examples in Section 2.2) and Single Status were introduced on 1st April 2007, you would receive backdated pay to 1st October 2006 **on basic pay only**. No enhancements (such as unsocial hours or overtime) would be paid on backdated pay.

3.2 Extra day's annual leave

If Single Status were introduced on 1st April, 2007 you would receive an additional day's annual leave, (applied pro-rata for part-time staff). For example:

Example 3.2.1

Current leave entitlement

32 days
27 days
34 days

Proposed leave entitlement

Over 5 years' continuous service	33 days
Under 5 years' continuous service	28 days
Standard for all Chief Officials	35 days

3.3 £1000 Lump sum Payment

The Council is offering you a one-off £1000 payment in recognition of the fact that new Terms and Conditions are being introduced. This would apply pro-rata to part-time employees and relates to current contractual hours rather than hours that may be worked after Single Status is introduced.

Other factors:

- If you are a temporary worker, you would be eligible to receive the £1000 payment (pro-rata, where appropriate) if you have a contract of employment on the date Single Status is introduced (date being proposed is 1st April 2007).
- If you are a relief/supply worker, the £1000 pro-rata payment would be based on the hours you worked between 1st April 2006 and 31st March 2007.
- The payment would not exceed £1000, regardless of whether you are contracted to work more than 37 hours. If you have more than one part-time post, you would receive a pro-rata lump sum payment in relation to the hours worked in each post, but these added together would not exceed £1000.
- The payment would attract income tax and national insurance deductions so you would be advised to check to see what this would mean in terms of your own situation. It would not count for Local Government Pension purposes, so employee pension deductions would not be made.

Example 3.3.1

A simple formula for calculating your lump sum payment is:

$$\frac{\text{Your contracted weekly hours}}{\text{Hours a full-time employee (on the same Terms and Conditions as you), is required to work in a week}} \times \text{£1000}$$

3.4 34-37 Hours Agreement

The 34-37 Hours Agreement is a historic arrangement between the Council and the majority of APT&C staff, whereby full-time employees are contracted to work for 37 hours a week and are paid for 37 hours a week, but by local agreement, work 34 hours a week. Full-time manual workers, social care workers and craft workers are paid for the hours they work i.e. 37 hours per week.

In order to ensure that everyone is treated equally, it is necessary to have the same basis of pay for all. The standard working week for a full-time employee after the introduction of Single Status would therefore be 37 hours. (Part-time employees would continue to work the hours they are currently contracted for.)

All employees' pay would be based on an hourly rate, rather than an annual salary. This would mean that a full-time employee's salary would be based on a working year of 1924 hours (52 weeks of 37 hours). For convenience, all staff would be paid one twelfth of their annual salary per month, based on a working year of 1924 hours.

Under the terms of the Single Status package being put forward, any full-time employee covered by the 34-37 hour agreement would have the option to continue to work 34 hours after Single Status is introduced. However, anyone who chooses to do so would be deemed to be part-time as they would not be working 1924 hours a year.

If you choose to continue to work 34 hours, you would be required to inform your line manager in April 2007. Details of how to do this will be circulated so you need not be concerned about this at the moment.

These proposals may well impact on the pay protection arrangements outlined in Section 3.8, below, depending on your circumstances. If your Single Status evaluated hourly rate is less than your current rate (Red Circle), your protected pay would reduce pro-rata if you decide to continue working 34 hours per week. This is likely to be the same situation for 'Yellow Circle' posts. Your pay would only be maintained at its present level during pay protection if you increase your hours to 37 per week. For 'Green Circle' posts, the increased rate of pay would go some way to offset the reduction resulting from working less than the standard 37-hour week.

A few examples have been outlined below to help illustrate this.

Example 3.4.1

Full-time APT&C Employee whose hourly rate decreases (Red Circle) and chooses to continue to work 34 hours a week.

Before Single Status

Annual salary before Single Status = £24,941 (1st point of AP5)
This is based on 1924 hours per year (37 hours x 52 weeks)

The hourly rate is £12.9633 (£24,941/1924 hours)

After Single Status

Job evaluation results in the job being placed on the top point of Grade H - £11.5200 per hour

Employee chooses to continue to work 34 hours

As the 34-37 hour agreement is no longer in place, the employee would receive the following preservation.

1768 hours worked each year x £12.9633.

Employee would receive a preserved annual salary of **£22,919**.

Example 3.4.2

Full-time APT&C Employee whose hourly rate decreases (Red Circle) and chooses to increase hours worked to 37 hours a week.

Before Single Status

Annual salary before Single Status = £24,941
The hourly rate is £12.9633 (£24,941/1924 hours)

After Single Status

Job evaluation results in the job being placed on the top point of Grade H -
£11.5200 per hour

Employee chooses to work 37 hours per week.
Employee would receive preservation of 1924 hours x £12.9633.

Preserved annual salary = **£24,941**.

Example 3.4.3

Full-time APT&C Employee whose hourly rate increases slightly (Yellow Circle) and chooses to continue to work 34 hours a week.

Before Single Status

Annual salary = £16,931 (Top point of AP1)
The hourly rate is £8.7998 (£16,931/1924 hours)

After Single Status

Job evaluation results in the job being placed on the 3rd point of Grade F - £8.8300
per hour

Employee chooses to continue to work 34 hours.
Employee would receive a salary of 1768 hours x £8.8300.

New annual salary = **£15,611.44**.

In this case, although the employee would receive a higher hourly rate as a result of Single Status, by not increasing his/her hours per week to 37, s/he would actually lose £1319.56 per annum.

Example 3.4.4

Part-time APT&C employee whose hourly rate decreases.

Before Single Status

Hourly rate is £8.9519 - based on full-time APT&C salary divided by 1768 hours (1st point of AP1)

Works 10 hours per week

Annual salary is £8.9519 x 10 hours a week = £89.519 x 52 weeks a year = £4,655

After Single Status

Job evaluation results in the job being placed on the top point of Grade D - £7.4800 per hour

Employee is required to continue to work 10 hours a week

Preserved hourly rate is £8.9519

$£8.9519 \times 10 = £89.519 \times 52 \text{ weeks} = £4,655$

Note: Part-time APT&C employees will therefore continue to receive their pre-Single Status contracted hourly rate during their preservation period. They will not be able to increase their hours.

3.5 Flexi-time Scheme

The Council's core opening hours (not taking into account the variations to working patterns in Schools, Social Care establishments, Ferries, Tugs, Pilot boats, Roads service, Waste to Energy Plant etc) would be 9.00am to 5.00pm Monday to Friday after Single Status is introduced. Where you were increasing your working hours from 34 to 37, the additional 2 hours would have to be discussed and agreed with your manager. (the increase in core hours to 5.00pm on Friday having accounted for one of the 3 additional hours required).

The Council has agreed the principles of a Flexitime Scheme with the Trade Unions, so that employees would be more able to plan their working week with other out-of-work commitments in mind. (See section 9 of the new Terms and Conditions – Appendix 3) A Flexitime Policy is also currently being developed and will be finalised once Single Status has been introduced.

3.6 Job redesign

The Council has agreed that there would be potential to have a look at redesigning the duties of jobs whose hourly rate would still be decreasing after the 5-year preservation period has expired. Further details of job redesign will be subject to discussion with the Trade Unions after Single Status has been introduced.

3.7 'Market Forces' Supplements

Any post whose basic hourly rate is reduced by 25% or more as a result of Single Status Job Evaluation, would be considered for a 'Market Forces' supplement.

The duties and responsibilities of the post shall be compared with similar positions in other Local Authorities and employers to see whether a 'Market Forces' supplement should be paid. The final decision on a 'Market Forces' supplement would rest with the Single Status Project Board. As well as that, in order to comply with Equal Pay guidance, any Market Forces element would be reviewed annually to ensure the supplement is still relevant.

3.8 Pay Protection

Under the Council's proposals, should your evaluated rate of basic pay be less than your pre-Single Status rate, your pre-Single Status rate would be "preserved". This means that you would continue to receive your current hourly rate, but you would not be entitled to any incremental salary increases or annual cost of living pay increases that are set nationally. You would however, continue to receive increases to the Distant Islands Allowance rate. (APT&C staff must consider the impact that the 34-37 hour agreement would have on this – see Examples 3.4.1 – 3.4.4).

The maximum length of time that pay protection can last for is **5 years** from the date of introduction of the Single Status Agreement. However, where the new grade catches up with the old grade within the 5-year period (owing to the annual cost of living pay increases), the new grade would apply and you would become entitled to receive annual cost of living increases again.

Where the new rate for the job has not caught up with the preserved rate within the 5-year preservation period, the new rate would apply from the start of year 6. The following examples outline a few scenarios.

Example 3.8.1

Before Single Status

Hourly rate is £15.6356 per hour (PO4)

After Single Status

Job evaluation results in the job being placed in Grade J
(ie. £13.1800 to £14.6400 per hour)

So, as the top point of Grade J is less than the old hourly rate, the employee would be placed on the top point of Grade J i.e. £14.6400 per hour (but would still receive his/her £15.6356 rate under 'pay protection').

Taking 2.5% as the expected annual cost of living increases. (i.e. 1.025)

1st April 2008 £14.6400 x 1.025 = £15.0060

1st April 2009 £15.0060 x 1.025 = £15.3812

1st April 2010 £15.3812 x 1.025 = £15.7657

So, the employee would be preserved on £15.6356 per hour for 3 years. S/he would move onto the £15.7657 hourly rate with effect from 1st April 2010 and receive normal cost of living increases from then on.

Example 3.8.2

Before Single Status

Hourly rate is £12.5781 per hour (Top point of AP4)

After Single Status

Job evaluation results in the job being placed in Grade F (ie. £8.3100 to 9.0900 per hour)

So, as the top point of this grade is less than the old rate, the employee's new rate would be the top point i.e. £9.0900 per hour (but would still receive his/her £12.5781 rate under 'pay protection').

1st April 2008	$£9.0900 \times 1.025 = £9.3173$
1st April 2009	$£9.3173 \times 1.025 = £9.5502$
1st April 2010	$£9.5502 \times 1.025 = £9.7889$
1st April 2011	$£9.7889 \times 1.025 = £10.0337$
1st April 2012	$£10.0337 \times 1.025 = £10.2845$

The employee would be preserved on an hourly rate of £12.5781 for 5 years, but seeing as the new rate hasn't yet caught up with the preserved rate and 5 years is the maximum preservation period, s/he would move onto the £10.2845 hourly rate with effect from 1st April 2012 and receive normal cost of living increases from then on.

As s/he is still being affected by the reduction in pay after the preservation period, s/he would be entitled to seek job redesign (see Section 3.6).

Example 3.8.3

Full-time Manual Worker

Before Single Status

Hourly rate is £6.4093 per hour (Manual Worker Grade 4)
Plus Bonus of 30% = £1.9228

Total hourly rate - £8.3321

After Single Status

Job evaluation results in the job being placed in Grade D (ie. £6.9500 to 7.4800 per hour)

So, as the top point of this grade is less than the old rate, the employee's new rate would be the top point i.e. £7.4800 per hour (but would still receive the £8.3321 rate under 'pay protection').

1st April 2008	$£7.4800 \times 1.025 = £7.6670$
1st April 2009	$£7.6670 \times 1.025 = £7.8587$
1st April 2010	$£7.8587 \times 1.025 = £8.0551$
1st April 2011	$£8.0551 \times 1.025 = £8.2565$
1st April 2012	$£8.2565 \times 1.025 = £8.4629$

So in this example, the employee would be preserved on £8.3321 for 5 years. S/he would move onto the new hourly rate £8.4629 with effect from 1st April 2012 and receive normal cost of living increases from then on.

Other factors:

- Should you be required to work more than 37 hours in any week after the date of introduction, those hours would be paid at the new Single Status hourly rate, not the preserved hourly rate.
- If you were a part-time employee and were required to work hours in addition to your contracted hours, those hours would be paid at the new Single Status hourly rate, not the preserved hourly rate.
- Employees who are issued with new or extended temporary contracts after Single Status is introduced (date being proposed is 1st April 2007) would be paid at the new Single Status hourly rate for all hours worked.
- Relief/casual staff would receive the new Single Status hourly rate for the job from the date Single Status is introduced.
- The Council has decided that should the Trade Union ballot result in a 'No' vote (see section 4.1, below), the 5-year pay protection period would be removed, and would be replaced by the nationally agreed level of 3 years.

3.9 Right to appeal

The management and Trade Unions have jointly agreed an Appeals Procedure for staff to use to appeal their newly evaluated rate of pay. This will be available for use after Single Status has been introduced. You will be able to get a copy of the Appeals Procedure from your line manager, the Single Status internet page, your Trade Union representative or from Personnel.

Please note: you can use the Appeals Procedure to appeal against your Single Status Job Evaluation outcome, not Terms and Conditions or any other part of the Single Status agreement.

4. What happens now? The key dates

4.1 Trade Union Members' Ballots

If you are a member of the GMB, the TGWU or UNISON, you will shortly receive a ballot paper through the post. This will ask you to indicate whether you are in favour of the Single Status package being put forward by this Council, or are against it.

All three ballots will be complete by **Wednesday 21st March 2007** and the results will be provided to the Council management side by **Friday 23rd March 2007.**

4.2 Options after the Ballot results are known

You may have seen the way Single Status has progressed in other Councils in Scotland and England. In a few cases, the breakdown in the negotiation process between the employer and the Trade Unions has resulted in fairly serious disputes. This Council remains committed to reaching a negotiated agreement with the local Trade Unions and wants to avoid, as far as reasonably possible, ending up in the position other Councils have found themselves in. However, it's equally important that the Council is not left in a position whereby it can be accused of continuing to have unequal terms and conditions of employment. This could be much worse in the longer term.

“No” vote

Should it be the case that any one of the Trade Union ballots returns a majority that are against the offer, the ballot would be deemed to have returned an overall “No” vote. For example, if 60% of TGWU members replied in their ballot to say they were against the package and the UNISON and GMB's ballots resulted in a majority of their members being in favour of the package, it would result in an overall rejection of the package as overall Union support hadn't been received. If this were the case, the Council would have to consider the options available at its next meeting on 28th March 2007.

It's important to note the fact that the Council has decided, in the event of a 'No' vote, the 6-months backdated pay, the additional day's annual leave, the £1000 lump-sum payment and 5-years' pay protection would be **removed** from the package being offered.

“Yes” vote

Should each of the Trade Union ballots result in a majority that are in favour of introducing this Single Status package, the date of introduction would be **1st April 2007**.

5. Where to go for further help

Your Manager

If there are parts of this Booklet that you are not clear on, you should first contact your line manager. Your line manager will be able to provide advice on how these proposals would impact on you within your service area and the options that are available. If you are currently employed on APT&C terms and conditions, your manager will also be able to discuss how the 34-37 hour changes would impact on you.

Single Status Helpline - telephone number – 01595 74 5555

This is a phonenumber that will be staffed by Organisational Development. Please note that these staff members are not responsible for the Single Status Project – their role is to be available to help explain the information in this booklet and the process that is taking place.

The Helpline will be available from Monday 26th February to Wednesday 21st March 2007 during the following times:

Monday to Friday: 10.00am - 12.00am and 2.00pm - 4.00pm

You may find that the line is busy when you call. If this is the case, you may wish to try one of the following options.

Single Status e-mail helpdesk - singlestatus@shetland.gov.uk

The Single Status e-mail helpdesk will be monitored between 9.00am and 5.00pm by staff in Organisational Development. This is a good way of contacting the team during out of office hours. A member of staff will ensure that, wherever possible, all e-mail queries receive a response within 3 working days.

Single Status webpage - www.sic.shetland.gov.uk/singlestatus

This provides some more detailed information on Single Status and is worth checking out if you have internet access. If you don't have internet access, contact your line manager or Trade Union representative and they will be able to get copies of these resources for you.

Resources on this site include:

- Electronic copies of this Employee Information booklet;
- Information on the Job Evaluation Scheme;
- The locally agreed Job Evaluation Appeals Procedure;
- Links to useful internet sites (Local Government Pension Scheme, COSLA, ACAS etc)
- The 'Red Book' (National Agreement on Pay and Conditions of Employment)

APPENDIX 1 – Current Pay Scales wef 1st April 2007

The following pay scales show what the current rates of pay will look like after the national cost of living increases are added on 1st April 2007. If Single Status were introduced on 1st April 2007, the new Pay and Grading Structure outlined in Appendix 2 would replace these scales. However, Appendix 1 is being provided so that you can see how the current and proposed pay scales would compare after 1st April 2007 - particularly for employees who would be receiving pay protection. For simplicity, all of the examples in this Booklet have used the rates in these Appendices.

The “current hourly rate” in the letter that accompanied this Booklet will not appear in these scales, as this rate is the current amount, before 1st April cost of living increases have been added.

Administrative, Professional, Technical and Clerical staff – wef 1st April 2007

Spinal Column Point	Grade & Points	Annual Salary (£)	Full-time Basic hourly rate (£)	Part-time Basic hourly rate (£)
			Based on 1924 hours per annum	Based on 1768 hours per annum
3	GS1 pt 1	11,211	5.8271	6.3414
4	pt2	11,590	6.0237	6.5553
5	pt3	11,986	6.2300	6.7797
6	pt4	12,365	6.4265	6.9936
7	pt5	12,749	6.6263	7.2110
8	pt6	13,133	6.8261	7.4284
9	pt7	13,582	7.0594	7.6823
10	pt8 / GS2 pt1	14,240	7.4014	8.0545
11	pt2	14,600	7.5884	8.2580
12	pt3	14,941	7.7658	8.4510
13	GS3 pt1	15,200	7.9001	8.5971
14	pt2	15,476	8.0439	8.7537
15	pt3 / AP1 pt1	15,827	8.2261	8.9519
16	pt2	16,184	8.4115	9.1537
17	pt3	16,494	8.5729	9.3293
18	pt4	16,931	8.7998	9.5764
19	AP2 pt1	17,352	9.0189	9.8146
20	pt2	17,820	9.2618	10.0789
21	pt3	18,318	9.5207	10.3607
22	pt4	18,782	9.7620	10.6234
23	AP3 pt1	19,311	10.0369	10.9225

24	pt2	19,926	10.3566	11.2704
25	pt3	20,535	10.6730	11.6147
26	pt4	21,190	11.0134	11.9852
27	AP4 pt1	21,860	11.3618	12.3644
28	pt2	22,561	11.7262	12.7609
29	pt3	23,435	12.1802	13.2549
30	pt4	24,200	12.5781	13.6880
31	AP5 pt1	24,941	12.9633	14.1071
32	pt2	25,670	13.3420	14.5193
33	pt3	26,423	13.7336	14.9454
34	pt4	27,165	14.1188	15.3645
35	PO1-4	27,715	14.4048	15.6759
36	pt2	28,422	14.7725	16.0759
37	pt3	29,231	15.1928	16.5334
38	pt4	30,083	15.6356	17.0151
39	PO5-8	31,036	16.1309	17.5543
40	pt2	31,820	16.5385	17.9978
41	pt3	32,641	16.9653	18.4622
42	pt4	33,474	17.3984	18.9335
43	PO9-12	34,283	17.8187	19.3910
44	pt2	35,117	18.2519	19.8622
45	pt3	35,904	18.6609	20.3075
46	pt4	36,734	19.0925	20.7772
47	PO13-16	37,558	19.5208	21.2432
48	pt2	38,477	19.9987	21.7633
49	pt3	39,357	20.4558	22.2607
50	pt4	40,233	20.9112	22.7564
51	PO17-20	41,144	21.3844	23.2712
52	pt2	42,128	21.8957	23.8278
53	pt3	43,075	22.3881	24.3634
54	pt4	44,071	22.9059	24.9270
55	PO21-24	45,116	23.4492	25.5183
56	pt2	46,171	23.9975	26.1148
57	pt3	47,263	24.5648	26.7323
58	pt4	48,416	25.1642	27.3845
59		49,566	25.7619	28.0350
60		50,713	26.3581	28.6838
61		51,857	26.9526	29.3308

Manual Worker Pay Grades – wef 1st April 2007

Grade	Weekly Basic Rate of Pay (£)	Hourly Basic Rate of Pay (£)		
Manual Worker			Chargehand	Weekly Allowance
1	215.02	5.8114	Lower	£13.46
2	222.28	6.0076	Higher	£22.00
3	229.89	6.2131		
4	237.14	6.4093		
5	244.51	6.6085		
6	251.88	6.8076		
7	260.49	7.0403		
8	273.12	7.3816		
Foreperson				
Lower	283.60	7.6647		
Higher	295.86	7.9961		

Social Care staff salary scales – wef 1st April 2007

Spinal Column Point	Staff Group	Point of Scale	Basic	Basic
			Salary (£)	Hourly Rate (£)
19	Trainee Social Care Worker (Relief)	1	17,352	9.0189
20	Social Care Worker	2	17,820	9.2618
21		3	18,318	9.5207
22		4	18,782	9.7620
23	Social Care Worker	5	19,311	10.0369
24		6	19,926	10.3566
25		7	20,535	10.3566
26		8	21,190	11.0134
27	Senior Social Care Worker (Unqualified)	1	21,860	11.3618
28	Senior Social Care Worker (Qualified)	2	22,561	11.7262
29		3	23,435	12.1802
30		4	24,200	12.5781
34		1	27,165	14.1188
35	Unit	2	27,715	14.4048
36	Manager	3	28,422	14.7725
37		4	29,231	15.1928

Ferry Worker Salary Scales – wef 1st April 2007

Salaries for Ro Ro Ferries			
Spinal Column Point	Staff Group	Basic	Basic
		Salary (£)	Hourly
31	Deckhand	24,941	11.4200
33	Mate	26,423	12.0987
35	Engineer	27,715	12.6900
38	Senior Engineer	30,083	13.7742
40	Master	31,820	14.5697
43	Senior Master	34,2831	5.6975
46	Route Master	36,734	16.8195

Duty Outwith Scheduled Watch or Rota					
Spinal Column Point	Staff Group	Basic	Basic	Basic	Basic
		Hourly	Hourly	Hourly	Hourly
		Rate @ time & half x 3	Rate @ time & half x 6	Rate @ time & half x 9	Rate @ time & half x 12
31	Deckhand	51.39	102.78	154.17	205.56
33	Mate	54.45	108.89	163.33	217.77
35	Engineer	57.10	114.21	171.32	228.42
38	Senior Engineer	61.98	123.96	185.96	247.94
40	Master	65.56	131.13	196.69	262.26
43	Senior Master	70.64	141.28	211.92	282.55
46	Route Master	75.69	151.37	227.07	302.75

Salaries for Class VIII Vessels			
Spinal Column Point	Staff Group	Basic	Basic
		Salary	Hourly Rate
31	Deckhand	18,708	11.42147
33	Mate	19,818	12.0991
35	Engineer	20,787	12.69053
43	Senior Master	25,713	15.69788

To get hourly rate for Class VIII Vessels divide basic salary by 1638 = 52 x 31.5

APPENDIX 2 - Proposed Single Status Pay and Grading Structure

Note: If Single Status was introduced on 1st April 2007, this structure would replace all of the pay scales outlined in Appendix 1.

JE PointsFrom	JE PointsTo	SIC Grades	Position in Grade	Hourly Rate (£)	Basic Salary (£)
226	235	A1	1st	6.3600	12237
		A2	Top	6.4500	12410
236	247	B1	1st	6.5500	12602
		B2	Top	6.6500	12795
248	271	C1	1st	6.7400	12968
		C2	Top	6.8500	13179
272	296	D1	1st	6.9500	13372
		D2	2nd	7.1267	13712
		D3	3rd	7.3033	14052
		D4	Top	7.4800	14392
297	321	E1	1st	7.6000	14622
		E2	2nd	7.7933	14994
		E3	3rd	7.9867	15366
		E4	Top	8.1800	15738
322	351	F1	1st	8.3100	15988
		F2	2nd	8.5700	16489
		F3	3rd	8.8300	16989
		F4	Top	9.0900	17489
352	387	G1	1st	9.1900	17682
		G2	2nd	9.5367	18349
		G3	3rd	9.8833	19016
		G4	Top	10.2300	19683
388	427	H1	1st	10.3900	19990
		H2	2nd	10.7667	20715
		H3	3rd	11.1433	21440
		H4	Top	11.5200	22164
428	469	I1	1st	11.7100	22530
		I2	2nd	12.1333	23345
		I3	3rd	12.5567	24159
		I4	Top	12.9800	24974
470	516	J1	1st	13.1800	25358
		J2	2nd	13.6667	26295
		J3	3rd	14.1533	27231
		J4	Top	14.6400	28167
517	572	K1	1st	15.0800	29014
		K2	2nd	15.5525	29923
		K3	3rd	16.0250	30832
		K4	4th	16.4975	31741
		K5	Top	16.9700	32650
573	628	L1	1st	17.2400	33170
		L2	2nd	17.7800	34209
		L3	3rd	18.3200	35248
		L4	4th	18.8600	36287
		L5	Top	19.4000	37326
629	684	M1	1st	19.7100	37922
		M2	2nd	20.3325	39120
		M3	3rd	20.9550	40317
		M4	4th	21.5775	41515
		M5	Top	22.2000	42713
685	740	N1	1st	22.5300	43348
		N2	2nd	23.1500	44541
		N3	3rd	23.7700	45733
		N4	4th	24.3900	46926
		N5	Top	25.0100	48119

These are basic salaries not including Distant Islands Allowance.
(£1,659 per annum - as at February 2007).

APPENDIX 3 - Proposed Single Status Terms and Conditions

To become the new PART 3 of the 'Red Book'

1 PAY AND GRADING

- 1.1 All former APT&C, manual workers and craft operatives shall be assimilated onto the new SJC spinal column of hourly rates on **1st April 2007**, with such hourly rates being updated annually. The Scottish grading provisions of the former APT&C, Manual Workers' and Craft Operatives will cease to have effect on **1st April 2007**.
- 1.2 Any other hourly rates, not on this new spinal column, can only be used as recruitment/training rates. Immediately an employee is undertaking the full range of duties and responsibilities, the rate for the job as determined by the job evaluation exercise, will be applied.

2 WORKING ARRANGEMENTS

- 2.1 The standard working week at Shetland Islands Council is 37 hours per week, exclusive of unpaid breaks and arranged in accordance with the needs of the service. The working week of individual employees may vary from the standard of 37 hours.
- 2.2 Annual hours shall be calculated as 52 weeks x 37 hours = 1924 hours. This will be the calculator used in determining full time equivalents.
- 2.3 In determining working arrangements to suit the needs of the service, Shetland Island Council shall take into account the circumstances of individual and groups of individuals. Working time arrangements should avoid (a) short notice changes to rostered or expected patterns of work (b) excessive hours in any particular week and (c) unnecessarily long periods over which the weekly hours are arranged.
- 2.4 The Council shall have discretion to pay inclusive rates of pay for non-standard working patterns to take all the features of the job into account.

3 TRAINING AND DEVELOPMENT

- 3.1 As per national Red Book agreement / current local agreement.

4 PAYMENTS TO EMPLOYEES IN THE EVENT OF DEATH OR PERMANENT DISABILITY ARISING FROM ASSAULT

- 4.1 As per national Red Book agreement / current local agreement.

5 MEALS AND ACCOMMODATION CHARGES

5.1 As per current SIC arrangements.

6 ENHANCEMENT PROVISIONS

Where more than one enhancement applies, the enhancement will be derived from an employee's spinal column hourly rate. In that regard there will be no enhancements on an already enhanced rate.

6.1 Overtime Defined/Overtime Payment

6.1.1 Work in excess of the standard working week of 37 hours shall be treated as overtime. The standard hours may be worked over any reference period e.g. 148 hours over four weeks or annualised hours, with due regard for compliance with employment legislation such as the Working Time Regulations.

6.1.2 Work in excess of the normal hours of duty a week should be discouraged and in particular employees should not be required consistently to work overtime unless where paragraph (iii) below applies.

6.1.3 Where, overtime is found to be unavoidable and previous approval has been given by a senior officer to whom this power has been delegated, payment shall be calculated on the following basis -

- (i) The hourly overtime rate of pay will be derived from an employee's new Single Status spinal column hourly rate.
- (ii) Extra time of less than 15 minutes on any day shall not rank for overtime.
- (iii) Employees for whom it is a condition in their contract of employment that they shall work a fixed number of hours in addition to the standard 37 hour week shall be entitled to overtime payments for those hours. Contracted hours will be regarded as permanent and will be paid as salary and be used to calculate final salary for pension purposes.
- (iv) For overtime on any day other than a general or public holiday, payment shall be at the rate of time-and-a-half.
- (v) Employees for whom it is not a condition of their contract of employment that they work fixed hours longer than the standard 37 per week, and are required to work overtime, may agree with their manager to receive compensatory leave (TOIL) on a straight time basis as an alternative to payment.
- (vi) Employees required to attend work, outwith their normal working time, will be entitled to mileage and/or expenses to and from work at the appropriate rate.

6.2 Unsocial Hours

- 6.2.1 Employees required to work any hours between 10.30pm to 7.30am, Monday to Saturday shall be paid at the rate of time and a third for the hours worked during that period.
- 6.2.2 Employees rostered to work any hours (midnight to midnight) on a Saturday shall be paid at the rate of time and a third for the hours worked during that period.
- 6.2.3 Employees required to work any hours (midnight to midnight) on a Sunday shall be paid at the rate of time and a third for the hours worked during that period.
- 6.2.4 Employees required to work overtime between 7.30am and 10.30pm on a Saturday will receive time and a half (for overtime), no unsocial hours allowance shall be paid.
- 6.2.5 Employees required to work overtime on a Sunday will receive time and a half (for overtime) plus a third (for unsocial hours), which equals time and five sixths.

6.3 Full / Partial Acting-Up Arrangements

- 6.3.1 Where an employee is required temporarily to undertake **the full** duties and responsibilities of a post at a grade which is higher than the employee's own; the Council will grant an allowance, determined with regard to the hourly rate of the higher post and the period for which the duties are undertaken.
- 6.3.2 Where an employee is required temporarily to undertake **a significant proportion** of the duties and responsibilities of a post at a grade which is higher than the employee's own; the Council may grant a calculated enhancement to reflect the percentage of duties undertaken and the difference between the rates of the posts.
- 6.3.3 Where full or partial acting-up arrangements do not apply and an employee is required temporarily to undertake duties beyond the scope of the post, the Council may grant an honorarium to reflect the higher duties involved.

6.4 Work on a General or Public Holiday

- 6.4.1 Payments for work required on a general or public holiday accrue from midnight am on the designated day to midnight pm on that same designated day.
- 6.4.2 Employees required to work on a general or public holiday shall be paid at the rate of treble time. No other enhancements will be paid for work on a General or Public holiday
- 6.4.3 Where an employee chooses to take time off in lieu of payment, and prior approval has been granted, time off will be at the rate of straight time for hours worked.

6.5 Recall To Work/Standby

Rates specified will be reviewed annually to reflect local conditions and national agreements.

6.5.1 Entitlement to standby, disturbance and call-out payment

- (i) The nature of the posts of certain employees makes it necessary for them to be prepared to carry out standby duties. Such employees will therefore be contractually required to undertake standby duty if so requested by the Authority and to carry out emergency work as and when the need arises.
- (ii) Standby employees are under an obligation outside their normal working hours (including Saturdays, Sundays and Public Holidays) to remain on call and to be available to be consulted and if necessary to be called out for emergency duty.
- (iii) Employees who are required to undertake standby duty, will be entitled to payment in accordance with paragraphs 6.5.2 and 6.5.3 below.

6.5.2 Payment for Standby

An employee performing standby duty will be paid:-

- (i) an allowance of £72.34 for each complete week of standby duty actually performed, plus £23.37 for each general or public holiday in that week.
- (ii) for broken periods of standby duty as follows:-

Monday/Tuesday overnight to Friday/Saturday overnight - £7.21
Saturday - £15.35 for up to 24 hours
Sunday - £20.90 for up to 24 hours
General or Public Holidays, £30.70 for up to 24 hours

Each 24 hour period of standby duty is to commence at the beginning of the working day (or at the same hour on non-working days).

6.5.3 Disturbance and call out payments

Employees undertaking standby duty, who are contacted or called out in accordance with the agreed arrangements, will be paid on the following basis:-

- (i) for each occasion on which the employee is contacted and which results in the exercise of skills for which the standby duty is required, either at the employee's home or elsewhere shall be entitled to a payment of £11.56; an employee will, however, only be entitled to one such payment within each period of two hours, commencing with the start of the standby session;

- (ii) where an employee becomes entitled to a payment in sub-paragraph (i) above and, where that or subsequent disturbance or call out is in excess of 30 minutes, the employee will be entitled to further payment for the whole of the period of disturbance or call-out at the appropriate overtime rates with a minimum of one hour paid.

6.5.4 Payments for employees when not on standby

- (i) Employees not undertaking standby duty but who are contacted and which results in the exercise of skills, or called out, will be paid a minimum of two hours at the appropriate rate with due consideration of overtime and unsocial hours enhancements.

6.5.5 Sleep-in Arrangements

In circumstances where an employee is required to sleep on the premises / vessel and be available for duty the employee shall receive a sleep-in allowance at the rate of £30.03 per night to cover the sleep-in requirement and up to half an hour's call out a night. When the call-out exceeds half an hour on any night, such additional time shall be paid at the appropriate rate with due consideration of overtime and unsocial hours enhancements.

7 PAY METHOD AND PAYMENT FREQUENCY

- 7.1 All employees shall be paid directly to their nominated bank account by bank transfer using the Banks and Automated Credit System (BACS)
- 7.2 Employees shall be paid on a calendar month basis. Date of payment shall be the last working day of the month.
- 7.3 Payment for overtime or other time-sheet amounts will be paid at the end of the month following the month the work is done.

8 ANNUAL LEAVE

- 8.1 Shetland Islands Council's leave year is 1 January - 31 December.
- 8.2 Annual leave entitlement shall be 28 days, plus 6 public holidays.
- 8.3 Employees working less than the standard working week of 37 hours shall be entitled to leave on a pro-rata basis.
- 8.4 An employee with at least five years' continuous service at the commencement of the leave year qualifies for a further five days' annual leave, giving a total of 33 days, plus 6 public holidays.

- 8.5 An employee who is not rostered to work on a public holiday will have a day added to their annual leave entitlement. An employee may be required to take that day on the next working day following the public holiday (for example when Christmas day falls on a weekend).

9 FLEXTIME/FLEXIBLE WORKING

Where service provision allows, service areas may operate a system of flexitime. The principles of the scheme are as follows;

- 9.1 Standards of efficiency, performance and level of service provided must at all times be maintained
- 9.2 It will not be possible for all employees to reconcile flexitime with the needs of the service or the requirements of the post. The Council therefore reserves the right to exclude from participation in the scheme any posts or service areas which it considers are of such a nature that inclusion in the scheme would reduce the criteria detailed in 9.1.
- 9.3 The Scheme is dependant on co-operation between employees and managers to ensure provision of service at all time throughout normal working hours.

A flexitime policy will confirm the detail of the operation on a service-by-service basis.

10 EMPLOYEES WITH NO FIXED PLACE OF WORK

- 10.1 An employee with no fixed place of work who uses their own vehicle to travel from their home to their current place of work or pick-up point shall be entitled to a mileage payment to and from home at normal mileage rates.
- 10.2 An employee with no fixed place of work who has to travel more than 15 miles to their current place of work shall be entitled to a 15 minute payment each way at straight time.
- 10.3 An employee with no fixed place of work who has to travel more than 30 miles to their current place of work shall be entitled to a 30 minute payment each way at straight time.

11 RELOCATION

- 11.1 Where an employee's permanent place of work has been relocated by over 5 miles, the additional distance to and from their home to the new place of work shall be paid at normal mileage rates for 3 years. No mileage will be paid for travel at lunchtimes.

List of policies that will be affected by Single Status

- Absence Management
- Redeployment
- Staff Temporarily Undertaking Higher Duties
- Recruitment and Selection
- Adverse Weather
- Flexible Working
- Strategic Training and Management Development
- Career Grades
- Market Forces
- Payment of Professional Fees
- Reimbursement of Expenditure
- Employment of Students and Graduate Placements
- Meals and Accommodation Charges
- Long Service Award
- Job Share

APPENDIX 4 – Some Questions and Answers

In order to help explain the proposals being put forward, we have tried to gather together a sample of some of the main questions we felt you might ask about these. If you have a query about how some of the proposals in the booklet would apply to you, please have a look through these questions and answers to see if it is covered.

Q1.

My new hourly rate of pay is lower than my old one. How do I work out when the new rate will catch up with my preserved rate?

A1.

Take the new Single Status JE hourly rate that is outlined in the letter that was sent with this booklet and add on 2.5% for the national cost of living pay increases to give you your rate of pay for 2008-09. (multiply the hourly rate by 1.025).

Repeat this process to get future years. If the rate has not fully caught up with the preserved rate by 1st April 2012, your pay would decrease to whatever the new rate is at that point.

Q2.

Why is the figure of 2.5% being used to model the cost of living increases? I thought these were negotiated between the employers and Trade Unions at a national level and haven't been set that far in advance.

A2.

The Scottish Executive has used 2.5% as an indication of the likely level of future pay awards in local government in Scotland. Therefore, although it hasn't yet been set, this is the best indication of what it is likely to be. This rate was used for illustrative purposes only, and may indeed be higher or lower than 2.5%.

Q3.

Why are teachers, College lecturers and senior managers not covered by Single Status?

A3.

Teachers, College lecturers and Chief Officials are covered by different negotiating arrangements that determine their pay and conditions. These are dealt with at a national level. Should the current Single Status proposals be introduced, the Chief Officials in this Council would however increase their hours to the standard 37 per week and would receive the £1000 payment and additional day's annual leave.

Q4.

If I find that my hourly rate of pay is going down through Single Status, what options do I have?

A4.

You can submit an appeal after the Single Status deal has been introduced. In the meantime, you could get hold of a copy of the Appeals Procedure from your line manager, the Single Status website or your Trade Union representative and start to consider how best to put your appeal together. Once Single Status has been introduced, you would be able to submit a form outlining the grounds for your appeal and this would be taken ahead as part of the formal process.

Please note: you can appeal against the outcome of the Single Status Job Evaluation process. You cannot appeal against the 34-37 hour agreement, loss of allowances etc, despite the fact that this may have effectively reduced your pay.

Q5.

How would a decrease in my rate of pay affect my pension?

A5.

Where your pay is decreasing through Single Status, you would be able to request a 'Certificate of Protection of Pension Benefits'. This is valid only for a period of 10 years, so if you were more than 10 years away from retirement age, this would probably be of little use to you. An alternative would be to opt for 'preserved benefits'. This would mean that the pension and lump sum you had built up at the date of salary reduction would be preserved at your pre-Single Status salary rate.

These issues would need some detailed discussion with advisers in the Pensions Section. You should check the telephone contact numbers on the last page of this Information booklet.

Q6.

I am currently paid fortnightly. As all employees would be paid monthly after Single Status, what arrangements are in place to assist the move to a longer pay period?

A6.

Detailed discussions about how this would be achieved would take place between Payroll and Trade Unions after Single Status has been introduced. It should be noted that a substantial number of Manual Workers have already moved to monthly pay over the past couple of years so it's hoped that this could be achieved with as little impact on individuals as possible.

Q7.

If I wanted to leave the Council, the notice I would have to give is “the ordinary period from one pay period to the next”. As I would now be paid monthly, instead of fortnightly, does this mean that my notice period has increased?

A7.

Yes. If you are covered by Single Status and wish to leave the Council, the notice period you must give is “the ordinary period from one pay period to the next”. As everyone would be paid at the end of each month after Single Status is introduced, the notice period would also be 1 month. Of course, this has no impact on the notice period you would be entitled to in the unlikely event of the Council ending your employment.

Q8.

Will my pay increase by the usual annual increment on 1st April?

A8.

If you were not going down in hourly rate, you would receive incremental increases from 1st April each year, unless you were placed on the top point of the new grade.

You should note though that employees who start their job with the Council between 1st October and 31st March in any year would receive their first increment six months after their start date and 1st April each year thereafter until they reached the top point of their grade.

Q9.

I didn't sign my job overview. What can I do as I am being offered a grade that is based on a document I didn't agree?

A9.

Everyone that was interviewed by a job analyst was given an opportunity to raise issues with their job overview. However, the JE Project Team couldn't guarantee that all the points raised would be taken on board. To have done so would have undermined the entire evaluation process. Therefore, if you have outstanding issues with the job overview, you can submit an appeal using the Appeals Procedure, once Single Status has been introduced. Please note: you can appeal your Job Evaluation outcome, even if you signed your job overview.

Q10.

I am not a member of a Trade Union and never agreed to Single Status. Why do I have to be bound by this?

A10.

Three main Trade Unions are recognised by Scottish Councils for formal negotiations – both at a national and local level (GMB, TGWU and UNISON). That means the Council will only negotiate with representatives of those groups on things like changes to Terms and Conditions. The outcome of the negotiation process (in this case, a Union ballot) is binding on the rest of the workforce. It's known as 'collective bargaining' and is a legally recognised form of negotiation between an employer and its employees.

If you have an opinion on the proposals being put forward and are not a member of a Union, you can raise these informally with you line manager.

Q11.

Is the Distant Islands Allowance being affected by Single Status?

A11.

Single Status would not affect Distant Island Allowance for full-time employees (currently £1659 per annum). As the Council would be changing to a 37 hour week, Distant Islands Allowance for all part-time staff would be calculated on a pro-rata basis using 1924 hours as a full-time equivalent.

The rule that currently places a cap on any one post receiving more than the full Distant Islands Allowance a year would remain. However, the rule that prevents employees who have more than one job receiving more than the full Distant Islands Allowance amount in any year would be removed. Please note: If your hourly rate decreases and you are receiving pay protection, you would still receive annual Distant Islands Allowance increases.

Q12.

Is the Essential Car User Allowance and mileage rates being affected by Single Status?

A12.

No. This has been devolved to local Councils to negotiate on, but hasn't been included as part of these negotiations.

Q13.

Once I reach the top point of my grade, can I go into the next grade up?

A13.

No. Once you have reached the top point, there are no further opportunities to increase your grade other than through a request for re-evaluation of your post. If you submitted a re-grading request, you would be required to show how your job has changed from the one that was original evaluated.

Q14.

I have gone down in hourly rate and can see that I am going to lose out on the new terms and conditions, what are my options?

A14.

As mentioned in Section 4.1, if you are a member of a local Trade Union, you will shortly receive a ballot paper asking you whether you are in favour of or are against the proposals being put forward here. It will be up to you to decide how you vote in that ballot.

Q15.

Since I was evaluated, my job has changed owing to a restructure. As the job overview I have received my new hourly rate no longer reflects the job I do, what options are available to me?

A15.

You have two options. You can use the Appeals Procedure to lodge an appeal against the grading decision or you can request a re-evaluation of your job. Details of the re-evaluation mechanism have yet to be agreed, but they will be confirmed once the Single Status agreement is in place. Depending on outcomes from these processes, you may choose to do both.

Q16.

I am employed on a relief basis. Will I be eligible to receive annual salary increments and progress up my grade?

A16.

As a relief/supply/casual worker, you would be placed on the first point of the relevant grade, just like permanent employees. As relief workers aren't normally engaged to work for periods of longer than 6 months at a time without a break in service, and incremental progression is based on continuous service, it's very unlikely that you would be able to progress to the next incremental point.

Q17.

Why are there more increments in the grades for higher paid jobs?

A17.

The more points that were awarded to a post as a result of job evaluation, the more demanding that post was deemed to be. As a result of the high demands involved, it is deemed to take longer to become fully competent and experienced in all the parts that make it up. Therefore, the jobholder has to work for more years before being entitled to receive the top point i.e. the "rate for the job".

Q18.

If a red circle leaves the Council, will the post be advertised at the Single Status hourly rate?

A18.

Yes. After Single Status has been introduced, vacancies will be advertised using the rate for the job that was derived from the Job Evaluation exercise. To do anything else could be seen as continuing to support unequal employment practices.

Q19.

I am on a Career Grade. This has meant up to now that I have been clear about how I will progress through my career, building up experience and qualifications over a number of years. How does Single Status affect Career Grades?

A19.

Personnel have drafted a Career Grade Policy. This sets out the rules that would apply to career grades, progression etc after Single Status. This will be implemented once Single Status has been introduced. You can get a copy of the draft policy from your line manager.

Q20.

If I receive the £1000 lump sum payment and then choose to continue to work 34 hours instead of increasing my hours to 37 a week, will I be expected to pay back the £1000?

A 20.

No. The £1000 payment is being offered as a goodwill gesture in recognition of the fact that a new set of terms and conditions would be introduced through Single Status. It is not linked in any way to what you do after Single Status is introduced.

Q21.

I work on a gritter and am required to work an extra two mornings a week from 05.30 to 07.30 during the winter. What would I receive by way of payment for those hours?

A21.

As the hours would be classed as overtime and are being required at a time of day that is considered to be “unsocial”, you would receive time + 5/6ths for the two hours. This is covered by section 6.2 of the new terms and conditions.

Q22.

I was transferred to the Council and the transfer was covered by TUPE regulations. As TUPE is meant to protect my old terms and conditions, how will Single Status apply to me?

A22.

It's the Council's position that the Single Status agreement would apply to you in the same way as all other employees it covers.

Q23.

I recently received an Equal Pay settlement. Why isn't my hourly rate going up by that amount?

A23.

The Equal Pay settlements should not be confused with the Single Status exercise. The payments that were made recently as part of Equal Pay were meant to compensate female manual workers who had never received the 30% Bonus payments that male manual workers receive. The amount that was offered was 75% of the Bonus, backdated for up to 5 years. This was not related in any way to the evaluation of those female workers' jobs as part of Single Status.

Q24.

The details that I have been sent in my letter is wrong. What do I do?

A24.

If you feel there is a mistake in your letter, you should first raise this with your line manager. You can also phone the Single Status helpline on 01595 745555. Every effort will be made to correct any mistakes in time for you to consider which way to vote in the Union ballot if you are a member of a Trade Union. All mistakes will be rectified when they are found, in either direction.

Q25.

Is Distant Islands Allowance included in my hourly rate when overtime payments are being calculated?

A25.

No. The hourly rate that is used for calculating overtime payments is your Single Status Job Evaluation hourly rate (even if you are covered by pay protection).

Q26.

I changed jobs in the Council between 1st October 2006 and 1st April 2007. I notice that my old job's hourly rate would increase under Single Status. Will I be able to claim the same backpay as the other folk who are still in that job?

A26.

Yes. You would be eligible to claim backpay for the period between 1st October 2006 and the date you left that job to take up your new one (this can't be after 1st April 2007). (i.e. employee left job A on 30th November 2006 to take up job B. Job A receives increase in basic hourly rate through Single Status of £2.50 an hour. If Single Status was introduced on 1st April 2007, the employee would be eligible to receive backdated pay of £2.50 for each hour worked between 1st October 2006 and 30th November 2006.

If Single Status was not introduced on 1st April 2007 due to a 'no' vote being returned in the Union ballot, this would no longer be paid as the 6-months' backpay proposal would have been removed by the Council.

Q27.

I work part-time for 20 hours a week in a Social Care establishment. If I was rostered to work for a few hours on a Saturday, would I be paid overtime, unsocial hours, or both?

A27.

Overtime is only paid on hours worked in excess of 37 in any one week. Therefore, as you work 20 hours a week, the hours you work on the Saturday would not qualify for overtime payment, unless you had already worked 17 additional hours that week.

You would however receive unsocial hours payments as you have been "rostered" to work the hours. This would be paid at the rate of time and a third for the hours worked (See Terms and Conditions, section 6.2.2).

Q28.

I am a part-time worker, contracted to work for 15 hours a week. However, I regularly work more than 15 hours a week. Will my lump sum payment be based on my contracted hours of work or the hours I actually have worked?

A28.

You would receive the payment based on the hours you are contracted to work for the Council. The additional hours are not deemed to be contractual in any way so would not be taken into account.

Q29.

I wasn't even in my current job when the evaluation interview was carried out. Someone else was interviewed and I am now going to get a grade that is based on their evaluation. What can I do?

A29.

You can consider submitting an appeal once Single Status is implemented or you can submit a regrading application. See question 15, above.

Q30.

If I submit an appeal against my Single Status job evaluation outcome, can I go down in hourly rate if the appeal is unsuccessful?

A30.

Yes. The Appeals Procedure states that "Applicants should note that the findings of the appeal panel may alter the job score in either direction, as the review process takes all factors into account". Therefore, if the Appeals Panel finds that points have been awarded incorrectly on any of the Factors, they would have the ability to alter the evaluation. That could lower the hourly rate as well as increase it.


Notes

If there is any part of this booklet you don't understand, you should speak to your line manager.

You can also get information in the following ways.

 Single Status Helpline - 01595 745555

 Pensions - Mary Smith 01595 744669 or
Lisa Chapman 01595 744662

 Single Status e-mail helpdesk – singlestatus@shetland.gov.uk

Single Status internet site – www.shetland.gov.uk/singlestatus

Trade Unions

GMB

Robert Williamson
(01595 690448 or
01595 697258)
Steven Russell
(07780 975229)

TGWU

Alastair Christie-
Henry
(07990 785227)
Alan Goudie
(07796 885883)

UNISON

Brian Smith
(01595 741550)
John Leach
(01595 744858)
Barry Edwards
(01595 744202)

If you would like a copy of this booklet in larger print or in A4 size, please contact the Policy Unit on 01595 744538.