

Terms and Conditions of Employment



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Introduction

The Council adopted these terms and conditions of employment in January 1995, after they were approved by the Corporate Services Committee on 29 September 1994. They were updated in 2010 to reflect committee decisions and changes to employment law and council policy. They apply to all our employees except:

- teaching staff
- other named jobs where particular terms and conditions apply

The terms and conditions have been changed in line with our standing orders, constitution or appropriate national, regional and provincial conditions.

These terms and conditions apply to the following employees:

- Those covered by the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) and other associated conditions of service, including:
 - nursery staff
 - supervisory staff in residential accommodation
 - staff in community homes, probation hostels and homes
 - staff of workshops for the blind
 - youth workers
 - community workers
 - craftworkers

Other terms and conditions meet the recommendations and agreements made by the appropriate National and Regional Joint Councils or Provincial Joint Councils for each staff group. We are represented on these councils whose membership includes trade unions. The councils jointly consider issues including salaries, wages and service conditions.

We recognise certain trade unions for negotiating and consulting on employment matters and we believe they play an important role in effective employment relations throughout the Council. If you want to join a trade union, you should contact the local steward or Branch Secretary of the appropriate trade union. [HR Direct](#) can give you contact names.

Section A – General

1. Terms and conditions

- 1.1 Our terms and conditions of employment follow the recommendations and agreements made by the appropriate National and Regional Council or Provincial Joint Council.
- 1.2 Other local conditions of service that we adopt from time to time will also apply.
- 1.3 We divide our terms and conditions into ‘core’ and ‘non core’. We may alter core conditions by negotiation and agreement with the trade unions we recognise for collective bargaining purposes.
- 1.4 All other terms and conditions are non-core and, where possible, we will consult and reach agreement on any changes with the recognised trade unions. We can decide to change non-core terms and conditions in line with our standing orders or constitution. We will give reasonable notice of any changes. The notice will begin from the date of the decision and will not be longer than three months. We will decide the best way to give the notice and how long it will be.
- 1.5 The core conditions:
- **National and provincial conditions** - where a national or provincial condition becomes a matter to be decided locally we will regard such terms and conditions that affect pay, hours or leave (as defined below) as core conditions. We will regard all other matters as non-core.
 - **Pay** - our terms and conditions include:
 - basic pay;
 - contractual payments received by employees covered by the Green Book, or other recognised national and provincial agreements, under their contract;
 - maternity pay
 - pay for adoption leave; and
 - extra money we pay you if we have to move you to a lower paid job to protect your pay (these payments are explained in our Organisational Change, Redeployment and Redundancy Policy and Procedure).
 - **Hours** - the core conditions include the hours worked during a basic working week and any other hours worked under the contract.
 - **Leave** - the core conditions include annual leave, long-service leave, extra statutory days and privilege days.

2. Flexibility clause

- 2.1 You will be required to carry out any reasonable duties and hours of work appropriate to your grade or level.
- 2.2. You must work at any location we decide. If we need you to change your place of work, we will consult you.
- 2.3 If it is in the best interests of our service, a Chief Officer can transfer you for a short term to any vacancy we have, even if you do not agree.

3. Confidentiality clause

3.1 You must not give anyone any confidential information about our business either when you are working for us or after you have left unless you have our written permission. This includes, for example, information on:

- technical processes;
- finances;
- budgets;
- contracts;
- client monitoring systems; and,
- anything else that you learn about through working for us and which could reasonably be considered as confidential.

3.2 All confidential records, documents and other papers, and any copies or extracts of them, which you made or had access to while working for us, are our property and you must return to them to us when you leave our employment.

3.3 If you use or reveal any confidential information, you will be liable to disciplinary action and civil proceedings to stop you using or revealing the information without our written permission.

4. Restrictions after working for us

4.1 Within one year of leaving our employment, you must not become involved in any business that is not a local authority and which:

- offers or provides the same services as a local authority; and is involved in bidding for a contract we provide, or previously provided, and which you were involved in or knew confidential information about while you worked for us during the last two years of your employment; without our written permission.

4.2 Within one year of leaving our employment, you must not employ, or encourage anybody to leave our employment to work with, or for, you:

- if you have worked in the same service within the last two years;
- if you have learnt any confidential information about them or the service within the previous two years;

whether their leaving our employment would break our contract or not.

5. Notice periods

5.1 The notice period that you must give to end your contract of employment is as follows:

Camden grade	Notice required
PO5 and above	12 weeks
PO1 – PO4	8 weeks
Scale 1 – SO2	4 weeks

- 5.2 Where the requirements of the service allow, managers have the discretion to agree a reduced notice period at an employee's request. Where a shorter notice period is granted you will only be entitled to payment for the agreed period.
- 5.3 The notice period that we must give you to end your contract of employment is one week for each year of completed service with a minimum of four weeks and a maximum of 12 weeks.
- 5.4 If you are summarily dismissed for gross misconduct, you will not be entitled to any notice or payment in lieu of notice.
- 5.5 Employees who joined Camden after 31st March 1997 will not have any previous local Government service taken into account when calculating notice periods.

6. Access to personal files

- 6.1 If you ask in writing you can have supervised access to your personal file within five working days of us receiving your request. Access to references and medical reports supplied to us in confidence may be restricted because of our legal responsibilities. You can authorise, in writing, an appropriate representative to have access to your personal file.

7. Notification of address

- 7.1 When we appoint you, you must give us your home address.
- 7.2 It is your responsibility to notify your line manager of any change to this address or for staff who have access, change your address details using [e-hr](#) to ensure that we can communicate effectively with you.
- 7.3 For any other changes to your personal circumstances you can use [e-hr](#) to update them yourself.

Section B – Hours and leave

1. Hours of work

- 1.1 The normal working week is 35 hours with the following exceptions:
- a) employees at grade PO5 or above, or those with management responsibility for a specific area of work, are expected to work any extra hours reasonably necessary to carry out their duties
 - b) employees who work in areas that have hours varied by the approval of committee
 - c) Teaching staff
 - d) Craft workers
- 1.2 Normal workplace opening hours are 9am to 5pm, but may vary according to local agreement.

2. Flexible working hours

2.1 Principles

- 2.1.1 The scheme must work in such a way that we can deliver our services effectively and efficiently.

2.2. Eligibility

- 2.2.1 The scheme is open to employees who are graded up to an including PO4. Staff below this grade that have management responsibility for an identifiable work area are not eligible. Chief Officers may also decide that areas of work are not suitable for service reasons.
- 2.2.2 Where the scheme is not applied, time off in lieu may be used to compensate for additional hours worked.

2.3 The flexible working hours scheme

- 2.3.1 An accounting period is four weeks and you must work 140 hours in each accounting period.
- 2.3.2 The working day is divided into two parts – core time and flexible time:
- a) Core time runs from 10am to 4pm and you must be at work during these times. You must take a lunch break of no less than 30 minutes and no more than two hours between 12 noon and 2.30pm.
 - b) Flexible time is any time worked outside of core time. How late and how early you may work will depend on your workplace opening times and available supervision.
 - c) The actual times you start and finish work will depend on you carrying out your work as required by your supervisor; working the correct

number of hours over the four week accounting period (apart from any carry over); and meeting normal work demands.

- 2.3.3 You may carry over a maximum of seven hours from one accounting period to another, except where varied by local agreement. You may also carry over a maximum debit of seven hours. Any debit greater than seven hours will result in a deduction of pay from your salary for the excess number of hours.
- 2.3.4 Part time workers (including job sharers) may carry forward a proportionate number of hours.
- 2.3.5 If you take part in the scheme we will ask you to record your starting and finishing times so that these can be monitored by your manager.
- 2.3.6 Flexi leave may be taken in multiples of half a day (one day = 7 hours) with the agreement of your manager and is dependent on the needs of the service.
- 2.3.7 If service needs or other factors change we may, subject to discussing the change with you, ask you to work standard hours.
- 2.3.8 Your manager can agree temporary variations to this scheme to suit your personal circumstances, subject to service delivery needs.
- 2.3.9 An abuse of the flexi scheme may result in the withdrawal of the scheme and consideration of formal action for misconduct. You may appeal to the Head of Department about the withdrawal of the flexi scheme (except where you are being formally disciplined for abuse of the scheme when your appeal must be in line with our Disciplinary Procedure).

3. Other flexible working schemes

- 3.1 Employees may work their contractual hours at times agreed by their Chief Officer, who will consider the needs of the service.
- 3.2 Your Chief Officer can also agree to other requests for flexible ways of working such as remote/mobile working, homeworking, annualised hours, term time only working, compressed working, job sharing and a voluntary reduction in working time.
- 3.3 Most posts will normally be eligible for job sharing unless the Chief Officer or Head of Service excludes them in line with the flexible working policy. Where a job is excluded, staff can appeal against this to the relevant Chief Officer.
- 3.4 Where a job share is requested, it will be considered by the relevant Chief Officer who will make a decision based on the circumstances. If it is agreed, the following will apply:
 - the Chief Officer will decide the specific working arrangements
 - entitlement to annual leave and sick pay will be pro-rated to reflect the proportion of full time hours worked and will be converted to hours
 - public holidays will be fairly divided between job sharers
 - a woman returning from maternity leave into a job share must take any outstanding annual leave before commencing work on this basis
 - If one portion of the job share becomes vacant, it will normally be offered to the remaining job sharer. If it is not offered for budgetary reasons, the remaining job sharer has the right to appeal the decision.

3.5 For further details on job sharing and other types of flexible working arrangement, see [Flexible Working Hours Guidance](#) or contact HR Direct.

4. Sickness absence leave and pay

4.1 If you have followed the correct [sickness absence reporting procedure](#) you will receive Camden sickness pay, depending on your length of service. Your entitlement to sick pay is:

Service	Pay
First year of service	1 month's full pay and (after 4 months' service) 2 months' half pay
Second year of service	2 months' full pay and two months' half pay
Third year of service	4 months' full pay and 4 months' half pay
Fourth and fifth year of service	5 months' full pay and 5 months' half pay
After five years service	6 months' full pay and 6 months' half pay

4.2 You may also receive Statutory Sick Pay (SSP) or claim other state benefit.

4.3 You will **not** receive SSP if:

- you are pregnant and fall sick within the 18 week “disqualifying period” which begins 11 weeks before your expected week of childbirth and ends 6 weeks after childbirth
- you are taking part in industrial action
- you have already received your full SSP entitlement
- you are in legal custody
- you have received one of the following state benefits within the last 8 weeks:
 - Incapacity benefit
 - Severe disability allowance
 - Maternity allowance

4.4 Please note that, if you receive sick pay for periods of absence due to injuries caused in an accident (for example a road accident), we will require you to repay this sick pay if you are subsequently able to recover it in a compensation/damages claim from a third party.

4.5 We interpret the National Conditions of Service to be that when you exhaust your entitlement to full sick pay and half sick pay you will not receive any pay unless the Chief Officer wants to grant an extension to the payment period in exceptional circumstances.

4.6 We will apply the same interpretation if we are taking formal action and we need to judge how capable you are of carrying out your work in the light of your ill health. We call this ill health incapability.

5. Maternity and adoption leave

5.1 To claim maternity or adoption leave you must follow certain criteria. The procedure for notification and general guidance on maternity and adoption leave is detailed within the Council's [Maternity Guidelines](#) and [Adoption Guidelines](#).

5.2 In this section we detail the employee's entitlements to maternity and adoption leave and payments only.

5.3 Your right to time off from work and pay for maternity

5.3.1 If you have more than one years' service at the beginning of the eleventh week before the EWC (expected week of childbirth) you are entitled to the following:

- a) 26 weeks ordinary maternity leave (OML) and up to 26 weeks additional maternity leave (AML). This is a total of 52 weeks leave.
- b) full pay for the first sixteen weeks you are absent, and,
- c) the option of receiving either:
 - i. 24 weeks at half pay and up to 12 weeks without pay, or,
 - ii. 12 weeks at full pay, 11 weeks at the rate of SMP and up to 13 weeks without pay.

5.3.2 If you have been employed by us for less than one year at the eleventh week before the EWC and have completed 26 weeks' service at the beginning of the fifteenth week before the EWC you will be entitled to the following:

- a) 26 weeks ordinary maternity leave and up to 26 weeks additional maternity leave. This is a total of 52 weeks leave.
- b) 9/10ths pay for the first six weeks you are absent;
 - followed by half pay for twelve weeks;
 - 21 weeks at the rate of statutory maternity pay; and,
 - the option of up to 13 weeks unpaid leave.

5.3.3 If you have been employed by us for less than one year at the eleventh week before the EWC and have completed less than 26 weeks' service at the beginning of the fifteenth week before the EWC you will be entitled to the following:

- a) 26 weeks ordinary maternity leave and up to 26 weeks additional maternity leave. This is a total of 52 weeks leave.
- b) 9/10ths pay for the first six weeks you are absent;
 - followed by half pay for twelve weeks; and,
 - up to 34 weeks unpaid leave.

5.3.4 The payments set out in 5.3.1 and 5.3.2 include the statutory maternity pay you are entitled to.

5.4 Right to time off and pay for adoption leave

For the purposes of adoption pay, we recognise Camden service only.

5.4.1 For employees who have been employed for one year or more at the beginning of the 11th week before the expected date of placement.

These employees are entitled to:

- a) 26 weeks ordinary adoption leave (OAL) and up to 26 weeks additional adoption leave (AAL). This is a total of 52 weeks leave.
- b) full pay for the first sixteen weeks you are absent, and,
- c) the option of receiving either:
 - i. 24 weeks at half pay and up to 12 weeks without pay, or,
 - ii. 12 weeks at full pay, 11 weeks at the rate of statutory adoption pay (SAP) and up to 13 weeks without pay.

5.4.2 For employees who have completed 26 weeks' continuous Camden service at the beginning of the 15th week before the expected date of placement.

These employees are entitled to:

- a) 26 weeks ordinary adoption leave and up to 26 weeks additional adoption leave. This is a total of 52 weeks leave.
- b) 9/10ths pay for the first six weeks you are absent;
 - followed by half pay for twelve weeks;
 - 21 weeks at the rate of statutory adoption pay; and,
 - the option of up to 13 weeks unpaid leave.

5.4.3 For employees who have completed less than 26 weeks' Camden service at the beginning of the 15th week before the expected date of placement.

These employees are entitled to:

- a) 26 weeks ordinary adoption leave and up to 26 weeks additional adoption leave. This is a total of 52 weeks leave.
- b) 9/10ths pay for the first six weeks you are absent;
 - followed by half pay for twelve weeks; and,
 - up to 34 weeks unpaid leave.

5.4.4 The payments set out in 5.4.1 and 5.4.2 include the statutory adoption pay you are entitled to.

6. Dependency leave

6.1 Eligibility

6.1.1 If you have more than six months' service, you are entitled to apply for up to 5 days paid dependency leave in any leave year, subject to the conditions set out below. If you have less than 6 months' service you are entitled to reasonable unpaid time off.

6.1.2 We will grant you dependency leave if:

- a) a dependent child is involved in an unexpected incident at school during school hours;
- b) childcare or other arrangements break down;

- c) to cover any other dependent person who reasonably relies on you for:
 - assistance if they fall ill (including mental illness, injury or assault);
 - or to arrange for their care in the case of illness or injury.

6.1.3 A dependant is defined as a parent, child or someone who lives with you who is dependant on you for specific caring needs. We will grant dependency leave only in exceptional circumstances, for example, where the normal care arrangements have broken down, without notice. The circumstances shall include taking the dependant person to the doctor, dentist, clinic or hospital for emergency or urgent treatment. In these circumstances you must provide us with proof of the appointment. You must pay for any cost of this proof. Dependency leave is not for appointments or leave planned in advance.

6.1.4 When we grant you leave you must fill in a self-certification form. We do not need a medical certificate from the dependant's doctor showing that your presence was needed to care for the dependent. However, we may need a medical certificate if the Chief Officer grants you further dependency leave.

6.1.5 We will grant you dependency leave on a pro-rata basis if you work part time or job share.

6.1.6 If you meet the criteria for dependency leave but have already had 5 days paid dependency leave during your annual leave year, your Chief Officer may in exceptional circumstances grant you a further period of special leave (paid or unpaid).

6.2 Applying for dependency leave

6.2.1 Before asking for dependency leave, you should take annual leave, flexi leave or unpaid leave, if your manager approves. If you then provide the appropriate verification and proof, dependency leave will be granted after you take it and we will record this as the reason for your absence.

6.2.2 To apply for dependency leave fill in the appropriate form and attach any of the documents described in 6.1.3 and 6.1.4, if they apply.

6.2.3 The Chief Officer will decide whether you meet the conditions for dependency leave and we will let you know the decision.

6.2.4 If you feel dependency leave has been unreasonably refused you may appeal, by writing to your Head of Department. You should do this within 3 working days of being told we have refused your request.

7. Paternity leave (maternity support leave)

7.1 Introduction

7.1.1 If you have over 6 months' service and have been nominated to care for your wife, co-parent/co-habitee of either sex, following the birth or adoption of your child(ren), you are entitled to 10 days paid leave.

7.1.2 You must take this leave within 4 months of the birth, either in a single block or in multiples of half days.

7.2 Procedure for requesting paternity leave

7.2.1 You should give us at least 28 days notice of your intention to take paternity leave. Where this is not reasonably practicable you should give us as much notice as possible. You should complete a nominated carer form letting us know:

- a) the week the baby is due (this will be shown on the MATB1 form which you should attach. In the case of adoption the matching certificate should be attached);
- b) how you wish to take the leave.

7.2.2 You must tell us if you are no longer the nominated carer.

8. Parental leave

8.1 Eligibility and leave provisions

8.1.1 You can take up to 13 weeks' **unpaid** leave to care for your child, or 18 weeks **unpaid** leave if your child is disabled provided you have a minimum of one year's service, as follows:

8.1.2 You can take the leave in blocks of a week or more up to your child's fifth birthday. Your manager may agree to your taking leave in blocks of less than a week.

8.1.3 One week's parental leave is equal to the length of time that an employee is normally required to work in a week. This means that a week's leave for an employee who usually works from Monday to Friday is equal to five days, while for an employee who works Mondays and Tuesdays only, a week's leave is equal to two days.

8.1.3 If your child is disabled you can take the leave in blocks of a day or more up to his or her eighteenth birthday.

8.1.4 The leave entitlement is per child. So if you, for example, were to have twins you would be entitled to 26 weeks' unpaid leave.

8.1.5 Where there are compelling service requirements, your manager may:

- a) postpone your parental leave by up to 6 months (except for leave to be taken immediately following the birth);
- b) limit the amount of parental leave you take to 4 weeks in any 12-month period.

8.2 Applying for parental leave

8.2.1 You are required to give 21 days notice for each period of leave you intend to take.

9. Bereavement leave

9.1 You are entitled to bereavement leave however long you have worked for us.

- 9.2 You can have up to 10 working days bereavement leave if the deceased was:
- i) your partner or child;
 - ii) a close relative living in your household, **and** you are responsible for finalising their affairs;
 - iii) if you, or any person living in your household, had a close personal relationship with the deceased, and you are responsible for finalising their affairs.
- 9.3 You are entitled to up to 5 working days bereavement leave if:
- i) As in ii) or iii) above where you are not responsible for finalising the deceased's affairs;
 - ii) If you are responsible for finalising the affairs of a deceased person.
- 9.4 Your Chief Officer may grant additional bereavement leave using the special leave scheme.

10. Special leave

- 10.1 Under normal circumstances we expect you to use annual leave, flexi leave, or time off in lieu (TOIL) to cover any unexpected situations. However, where it is not possible to cover an absence through other leave arrangements, Chief Officers may grant special leave as follows:
- leave with pay – up to one month; or
 - leave without pay – up to six months
- 10.2 In exceptional circumstances, the Head of the Department may agree to extend these leave provisions.
- 10.3 Chief Officers can use the special leave scheme for the following:
- a) Extensions of other leave schemes we run, including dependency leave, bereavement leave, adoption leave and paternity leave.
 - b) Grant leave to candidates at parliamentary elections representing political parties who received more than 10% of the national votes cast at the last general election.
 - c) Time off (sabbatical leave) for working on a project, not necessarily to do with their work, which they do at a further or higher education establishment.
 - d) Other exceptional circumstances.

11. Employment break

- 11.1 The Council has an employment break scheme, the details of which are available from essentials or HR Direct.
- 11.2 Approval for an employment break is at the discretion of your manager.

12. Annual and long-service leave and long-service awards

12.1 Introduction

12.1.1 We grant annual leave as follows to employees covered by the Green Book. For employees covered by other conditions of service, such as craft workers and youth workers, we will grant leave in line with the relevant national conditions.

Spinal column point	Working days (based on a standard 7 hour working day)
1 to 25	20
26 to 52	23
Senior Manager (SM) spine points 1 to 21	23
Chief officers and deputy chief officers	25

12.1.2 If you have enough years of continuous service with any public authority to which the Redundancy Payments Modification Order 1983 (and any subsequent amendments) applies you are also entitled to further leave in recognition of long service. The entitlements to long service leave are shown in the following table.

Total continuous service	Entitlement in working days (based on a standard 7 hour working day)			
	SCP 1-25	SCP 26 and above	SM SCP 1 to 21	Chief officers
Years				
5	25	25	25	27
10	25	28	28	30
15	27	30	30	32
20	28	31	31	33
25	29	32	32	34
30	30	33	33	35

12.1.3 Your first leave year will start on your first day of service with Camden, and following leave years on the anniversary of your start date, unless you have continuous service with an organisation listed in the Modification Order. If you have continuous service your leave year will start on the anniversary date of the start of that service.

12.1.4 If you work full-time, your leave allowance will normally be recorded in days, with leave being taken as full or half days. However, your leave allowance may be recorded in hours, if your manager agrees to this. This may, for example, be appropriate if you have a non-standard working pattern. Where leave is recorded in hours your manager may agree to leave being taken for hourly, or half-hourly, periods that do not amount to a full day, or half a day. Conversion of an annual leave allowance from working days (as shown in the above tables) to hours will be on the basis of seven hours per working day for a full-time employee.

12.2 Part time, job share and term time only employees

12.2.1 If you are part-time, or job share, you are entitled to a proportion of the above leave based on the number of hours you work. Your leave allowance will be recorded in hours.

12.2.2 If you are a term time only employee, you are entitled to payment for a proportion of the above leave based on the weeks and hours you work. You are not entitled to take annual and long service leave as days off work, this leave is included in the calculation of your salary and paid accordingly.

12.3 Outstanding annual leave

12.3.1 If you leave your job, you should take any leave that you have left within the notice period. We will not pay you for any annual leave that you do not take. We make exceptions if:

- you die in service (we will pay any sum owing to your estate)
- you were not allowed to take leave because we needed you to work
- you are a craft worker

12.3.2 If we dismiss you without notice (you are summarily dismissed) we will only pay any outstanding leave you are entitled to by law.

12.4 Long service awards

12.4.1 We give long service awards to employees when they reach 25 years continuous service with the Council.

13. Carry-over of annual leave

13.1 Carrying over annual leave is granted at the discretion of the Chief Officer, and where the following occurs:

- you cannot take leave because management required you to carry out urgent work for a particular period or reason; or,
- personal circumstances arose which prevented you from taking leave that you had already agreed near the end of the leave year.

13.2 You cannot carry over more than five days into the next leave year and you must take these days within two months of the start of that leave year.

13.3 In exceptional circumstances the Chief Officer may grant additional carry over of annual leave up to a maximum of 10 days, to be taken within two months of the start of that leave year.

13.4 Where you have had extensive sick leave (either a single long period or multiple episodes) during your leave year, which has prevented you taking your annual leave, you will be entitled to request to carry-over (and take) up to 20 days' annual leave (pro-rated accordingly) that has accrued into the following leave year. This will not, however, be in addition to any carry-over of leave that may have been granted at 13.2 and 13.3.

13.5 We will not allow carry over of annual leave if one of the following has contributed or led to the accumulation of leave in the current leave year:

- a) you have been, or are on, strike or taking industrial action;
- b) you have taken unpaid leave.

14. Accumulated annual leave

14.1 Scheme

14.1.1 The accumulated annual leave scheme gives you an opportunity to build up (accumulate) annual leave over a number of years so you can take extended leave. The scheme works as follows.

- You can accumulate up to 10 working days in any leave year.
- You can take up to two calendar months as accumulated leave.
- You must ask for accumulated leave at least one calendar year before the year or time when you want to take the accumulated leave. You must make your request in writing to the Chief Officer.
- The Chief Officer will consider any leave request. You will be told of their decision.

14.2 Outstanding accumulated leave

14.2.1 When you leave our service you must take any outstanding annual leave within the notice period. We will not pay you for any leave you have not taken. We make exceptions if:

- you die in service (we will pay any sum owing to your estate)
- you were not allowed to take leave because we needed you to work
- you are a craft worker

14.2.2 If we dismiss you without notice (you are summarily dismissed) we will only pay any outstanding leave you are entitled to by law.

15. Additional holidays

15.1 We grant additional leave, with pay, as follows:

- a) one day at Easter;
- b) one day at Christmas;
- c) one day in lieu of May Day; and
- d) two extra statutory days holiday (granted by the NJC for Local Government Services).

15.2 We decide the actual arrangements for Easter and Christmas each year and we grant them depending on the needs of the service.

15.3 We grant the day's leave for May Day to staff who are already in post on the 1 May in that leave year. The Chief Officer concerned decides the actual day granted in each individual case.

15.4 We grant two extra statutory days holiday to staff who are already in post on the spring and summer bank holidays, depending on the needs of the service.

15.5 If you are part-time, or job share, you are entitled to a proportion of the above leave based on the number of hours you work. Your leave allowance will be recorded in hours.

15.6 If you are a term time only employee, you are entitled to payment for a proportion of the above leave based on the weeks and hours you work. This leave is included in the calculation of your monthly salary and paid accordingly.

16. Time off for public duties

- 16.1 We consider time off for public and other duties based on the amount of time off you need. We make our decision after you have discussed the situation with your manager. The greatest number of days you can have as paid time off is shown in the following table:

Public or other duties	Greatest number of days paid
Justice of the Peace	5 days
Member of a local authority	7 days
Member of a statutory tribunal	7 days
Local authority Leader of Council	10 days
Local authority Committee Chair	10 days
Member of governing body of educational establishment maintained by a LEA	5 days
Member of governing body of a grant maintained school	5 days
Member of the governing body of a higher education corporation	5 days
Member of the board of management of a college of further education	5 days
Member of national executive of a recognised trade union	5 days

- 16.2 If you hold more than one of the above offices, you will be entitled to no more than 12 days.
- 16.3 Where appropriate and in the interests of promoting the principle of public duties, the Head of Department may grant unpaid leave

17. Time off for medical and dental appointments

- 17.1 We expect you to make medical and dental appointments outside working hours. We would only consider it necessary for you to make an appointment during the working day if, for example, the particular medical or dental service you needed was available only within certain hours or you had an urgent medical need for the first available appointment.
- 17.2 If it is necessary for you to have an appointment during the working day, you should use flexi leave, time off in lieu or make up the time lost by working extra hours for the time you were away from work.
- 17.3 Where there is a need for urgent medical or dental treatment we will let you take this time off as sickness leave. If you have to attend a course of medical or dental treatment, we will normally expect you to use flexi leave, time off in lieu or make up the time lost by working extra hours for the time you were away from work. However, a Chief Officer can grant special paid leave and will consider any request for this on its merits, normally after consulting with our Medical Advisor.
- 17.4 Circumstances may arise where, because of the nature of the treatment or because of the travelling time involved, you will not be able to return to duty on the day of the appointment. If this happens, you should ring your line manager to explain the circumstances and provide a fuller explanation when you return to work.

- 17.5 If you have a large number of appointments, the Chief Officer will decide whether to give you time off with pay.
- 17.6 If you have to attend a medical appointment we have arranged or any health screening organised by us, you will be entitled to paid time off under the special leave scheme
- 17.7 Necessary paid time off will be granted for the purpose of cancer screening
- 17.8 Staff who have a disability (recognised by the definition of a disability according to the DDA) may require time off for medical appointments due to their disability. Managers should take this into account when considering requests for time off. Please refer to our [Understanding Disability in Employment Guidelines](#) for further information.

18. Travel difficulties

18.1 Introduction

- 18.1.1 You should use the following guidelines to deal with problems you have getting to work when public transport services are disrupted because of industrial action, bad weather and so on.

18.2 Guidelines

- 18.2.1 You must make every effort to get into work even if this means changing your normal travel arrangements. We accept that on the first day of any travel difficulties you may not be able to get to work at your normal start time or, after making every effort, you may not be able to get into work at all. In these circumstances we may grant you special paid leave. We expect that most employees will be able to get in to work after the first day.
- 18.2.2 The Chief Officer may relax rules for flexitime and other working hours during any period of travel difficulties. We may also alter the normal arrangement of the working week where appropriate.
- 18.2.3 We expect you to take annual leave, flexi leave, time off in lieu or unpaid leave for any further day of travel difficulties after the first day of such difficulties. If you have not made every effort to get into work on the first or any further day of any travel difficulty, the Chief Officer will take appropriate action in line with our relevant procedures.
- 18.2.4 Where practical, Chief Officers may authorise homeworking. These arrangements should be agreed in advance.
- 18.2.5 If a Chief Officer requires you to stay overnight, and this results in expenses not covered by this or any other joint agreement, we will deal with these expenses with you individually.

18.3 Definition

- 18.3.1 'A period of travel difficulties' for the purpose of this scheme is defined as 'one or more days of travel difficulty caused by, for example, very bad weather conditions or industrial action taken by public transport workers, which may be spread over a number of weeks.'

Section C – Remuneration

1. Monthly pay

- 1.1 When you are appointed or promoted we will pay your salary by direct credit to your bank or building society account on the 15th of the month (or the Friday before if the 15th falls on a Saturday or Sunday or is a public bank holiday).
- 1.2 The payment will cover the whole of the month in which we pay it.

2. Calculation of pay for part time and term time only employees

2.1 Part time employees

- 2.1.1 Part time employees are those who work less than 35 hours per week.
- 2.1.2 The salary of a part time employee is a proportion of a full time (35 hours per week, 52 weeks per year) salary reflecting the actual hours you work.
- 2.1.3 A part time employee's salary is calculated as follows:

Step 1: calculate the proportion of full time hours worked

$$\begin{array}{l} \text{actual hours worked per week} \\ \div \text{full time hours} \\ = \text{proportion of full time hours} \end{array}$$

Step 2: calculate the part time employee's annual salary

$$\begin{array}{l} \text{proportion of full time hours} \\ \times \text{full time salary} \\ = \text{part time annual salary} \end{array}$$

- 2.1.4 An example salary calculation for a part time employee is provided in appendix one.

2.2 Term time only employees

- 2.2.1 Term time only employees are required to work less than 52 weeks per year, normally based around school terms, and may work 35 hours per week or less.
- 2.2.2 The salary of a term time only employee is calculated as a proportion of a full time (35 hours per week, 52 weeks per year) salary reflecting the employee's actual weeks and hours of work. Entitlement to annual leave, additional leave and public and bank holidays is included in the calculation of your salary and paid accordingly.
- 2.2.3 The salary is paid in 12 equal monthly instalments as set out in paragraph 1 above.

2.2.4 A term time only (TTO) employee's salary is calculated as follows:

Step 1: calculate the TTO employee's proportion of full time weeks/hours

$$\frac{\text{TTO weeks paid per year}}{\text{full time weeks per year}} \times \frac{\text{TTO hours worked per week}}{\text{full time hours per week}} = \text{proportion of full time weeks/hours}$$

Step 2: calculate the TTO employee's annual salary

$$\begin{aligned} & \text{proportion of full time hours} \\ & \times \text{full time salary} \\ & = \text{TTO annual salary} \end{aligned}$$

2.2.5 An example of a salary calculation for a term time only employee is provided in appendix two.

3. Deductions from pay

3.1 We have the right to deduct pay from you in the circumstances outlined below. We will tell you in advance and you will be invited to comment on the matter, including amount of deductions and how often we make them. We will not make deductions without telling you if the circumstances include:

- if we have overpaid your salary, expenses or other pay
- we have paid you any other payment you are not entitled to under your contract
- we have overpaid you when repaying money you paid for us (expenses)
- If you resign without providing the required notice (see Section A, paragraph 5.1)
- if your employment has ceased and you have taken over and above your annual leave entitlement at the point of cessation.

3.2 These deductions will not affect any deductions we make:

- in line with a legal requirement or court order
- as a result of a disciplinary decision
- for any other contracts authorised by you for paying sums to third parties, for example, Council Tax; or,
- because you take part in industrial action.

4. Our grades and salary scales

4.1 The Spinal Column Points (SCP) up to point 52 relate to the Greater London Provincial Council (Inner London).

4.2 Posts graded at Senior Manager level are paid on the Camden pay spine.

4.3 Chief Officers, Deputy Chief Officers and Assistant Chief Officers are paid in line with Camden Chief Officer salary scales, points 1 to 23.

4.4 Other staff are paid in line with salary arrangements decided under the appropriate National Joint Council conditions of service for specified groups of staff or under legal provisions.

5. Overtime

- 5.1 We will pay authorised overtime in line with the national conditions of service unless there is a local agreement to pay otherwise.
- 5.2 We pay officers on SCP 29 or above, where authorised, planned overtime rates. The amount is decided by the Greater London Provincial Council. You can get details of the rates from HR Direct.

6. Claiming travel expenses

- 6.1 We will reimburse you at the second/standard class travel rate for additional travel expenses you incur in the course of your work with us.

Section D – Allowances and loans

1. Loans for season tickets

1.1 Introduction

- 1.1.1 We will approve loans to help you buy an annual season ticket for public transport.
- 1.1.2 The scheme applies to you unless you receive an essential car user allowance or you have a car loan from us. Chief Officers may consider requests for loans from temporary staff.

1.2 Scheme

- 1.2.1 We grant loans up to £5,000 at no interest charge. You will have to pay interest on any loan over £5,000 for a season ticket. The interest rate will be linked to the casual user car loan rate or similar.
- 1.2.2 We will deduct the amount of the loan from your pay by 10 monthly or 40 weekly instalments, beginning in the month after you get the ticket.
- 1.2.3 You should fill in the appropriate loan request form that will be approved by the Director of Finance and Borough Treasurer's nominated representative and HR.
- 1.2.4 We expect you to use the ticket for travel on our behalf. So, we will not reimburse you for any travel costs you have whilst working for us in an area covered by your season ticket.
- 1.2.5 If you stop using the annual season ticket, or you leave our employment while the ticket is still valid, you must repay any outstanding balance on the loan immediately.

2. Cycle user allowances and mileage rate

2.1 Essential & casual cycle user allowances

- 2.1.1 **Essential cycle user allowance:** You may qualify for the essential cycle user allowance if it is essential to use your bicycle for the efficient performance of your work duties. The current rate is available from HR Direct.

- 2.1.2 **Casual cycle user allowance:** You may qualify for the casual cycle user allowance if it is desirable to use your bicycle for the efficient performance of your work duties. The current rate is available from HR Direct.
- 2.1.3 Part time and job share employees may receive a pro rata allowance.
- 2.1.4 Where the post has been approved for a cycle user allowance, the employee shall receive a lump sum payment, payable by 12 monthly instalments. There shall be no mileage rate paid where an allowance is awarded.
- 2.1.5 The Chief Officer may determine if a post is suitable to warrant either allowance by making the assessment as if the post holder were using a car.
- 2.1.6 A cycle user allowance relates to the requirements of a post and not to the employee. It recognises use of the bicycle on the council's business so should cover depreciation and maintenance costs and any insurance required which includes public liability insurance. The allowance will cease if the employee leaves the post for whatever reason.
- 2.1.7 The Chief Officer will look at the allocation of either allowance each year to decide if it should still be authorised and has the right to remove the allowance at any time. If this happens you will be consulted first.
- 2.1.8 If the cycle is no longer available for use, or if you leave the post you should notify HR Direct or your line manager.
- 2.1.9 You may receive the allowance and still be eligible for a loan to purchase an Annual Season Ticket.

2.2 Occasional cycle user mileage rate

- 2.2.1 We may pay the occasional cycle user rate (a per mile rate) when you use your bicycle for work duties on an infrequent basis. The current rate is available from HR Direct.
- 2.2.2 There will be no payment of occasional cycle user rate if you receive either of the essential or casual cycle user allowances.
- 2.2.3 You should advise your line manager of your claim for mileage rate allowance in these circumstances. The claim form for car mileage rate may be modified for "cycle mileage" and used on each occasion.

2.3 Cycle loans

Eligibility

- 2.3.1 The Council operates an Assisted Cycle Purchase Scheme open to all permanent employees who use a cycle either for work duties or to travel to and from work.
- 2.3.2 Applications for loans submitted by temporary employees are also considered by the Chief Officer on their merits.
- 2.3.3 Applications under the scheme are subject to approval by the appropriate Chief Officer, and any requirements of the Director of Finance and the Council's Insurers.

2.4 The scheme

- 2.4.1 Applications under the scheme should be submitted to HR Direct.
- 2.4.2 The loan will be interest free.
- 2.4.3 Loans are granted on the condition that when the employee's contract of employment ends there is immediate repayment of any outstanding balance.
- 2.4.4 Full details on the conditions of the assisted cycle purchase scheme are available from HR Direct.

3. Car user allowances and parking meter allowances

3.1 General principles

- 3.1.1 The use of a car will only be authorised where there is no suitable alternative available, i.e. public transport, pool vehicle or taxi.
- 3.1.2 We will only pay allowances for engine sizes up to 1450cc for cars with petrol engines, and 2000cc for cars with diesel engines. The lowest engine size for the allowance is 451cc.
- 3.1.3 A car user allowance is attached to your post and not to you. Your Chief Officer will look at the allocation of car user allowances every year and decide whether it should still be authorised. Your Chief Officer has the right to remove the allowance at any time. If this happens you will be consulted first.

3.2 Essential user criteria

- 3.2.1 You may qualify for an essential car user allowance if:
 - you are disabled and are acknowledged as requiring the use of your own vehicle to get to work, and/or
 - you drive no less than 1,750 miles a year, **plus** one or more of the following criteria:
 - a) Regularly transporting heavy equipment (above 20 kg/44 lbs).
 - b) Transporting colleagues on a daily basis. (This does **not** include travelling to and from work).
 - c) Where reliance on public transport would jeopardise service delivery, for example, officers employed in Emergency Duty Teams in Social Services where an urgent response can be required 24 hours a day and where it is essential that they have access to a vehicle where there is no pool vehicle available.

3.3 Casual user criteria

- 3.3.1 You may qualify for a casual car user allowance where there is no other alternative available and one of the following are met:
 - a) Regularly transporting heavy equipment (above 20 kg/44 lbs).
 - b) Transporting colleagues on a daily basis. (This does **not** include travelling to and from work).
 - c) Where reliance on public transport would jeopardise service delivery, for example officers employed in Emergency Duty Teams in Social

Services where an urgent response can be required 24 hours a day and where it is essential that they have access to a vehicle where there is no pool vehicle available.

- d Where staff regularly visit a number of sites per day and the use of public transport would be inefficient.
- e Officers who regularly attend evening meetings and safety concerns result in the use of a car being an effective form of transport when there is no alternative.

3.4 Payment of allowance

- 3.4.1 If your post is approved for an essential car user allowance, you will receive a lump-sum payment, payable by 12 monthly instalments. We will pay the lump sum in accordance with the rates set out by the NJC for Local Government Services.
- 3.4.2 The appropriate car mileage rates we pay and the relevant conditions attached to the allowance are in line with those set out in the NJC for Local Government Services pay and conditions.
- 3.4.3 Part-time employees and job sharers may also receive an allowance, however, the need to satisfy the mileage qualifications for essential user status, will be on a proportional basis. Also, we will pay the allowance in proportion.
- 3.4.4 If you get an allowance you will not be entitled to a loan to buy an annual season ticket. However, we will reimburse you for Congestion Charges in accordance with section 3.7 below. You will not receive reimbursement for any other form of travel within the Greater London area unless your manager agrees that it is more practicable to use public transport instead of travelling by car.
- 3.4.5 You must give written confirmation to HR Direct or line manager of any relevant changes relating to the car that may affect our paying the essential car user allowance. This will include, for example, changes to the vehicle and any driving-related charges or prosecutions. All decisions where authorisation for essential or casual car allowances is given should be recorded.
- 3.4.6 The allowance will stop if you leave your post.

3.5 Authorised parking

- 3.5.1 Where the demand for parking exceeds limited spaces, allocation will be given in order of priority to disabled staff, essential users and then casual users. Staff who do not fall into these categories will not be eligible to park in Council car parks.

3.6 Parking meter allowances

- 3.6.1 If you are employed under the conditions of the NJC for Local Government Services and receive an essential or casual car user allowance, the Chief Officer may decide you are entitled to an annual parking meter allowance. We will increase this allowance in line with the annual percentage pay increase for this group of staff to the nearest multiple of £1.20.

3.7 Congestion Charge

- 3.7.1 We reimburse congestion charges to essential car users only, provided that your line manager is satisfied that your journey into the congestion charge area could not have been made by public transport or by using a pool vehicle if one was available.
- 3.7.2 Disabled staff who use their own vehicle to travel to and from work or who travel through or into the congestion charge area will be reimbursed the cost of the Transport for London annual registration charge.

4. Car loans

4.1 Eligibility

- 4.1.1 We run an assisted car purchase scheme open to all employees who get the essential user and casual user car allowances within the terms laid down by the National Joint Council for Local Government Services.
- 4.1.2 The Chief Officer will consider applications for loans submitted by temporary employees who get a car user allowance on their merits.
- 4.1.3 Chief Officers may also extend the scheme to employees who get car leases for the benefit of buying their leased car at the end of the agreement or to buy another car.
- 4.1.4 The Chief Officer will approve applications under the scheme as long as they meet any requirements of the Controller of Financial Services and our insurers.

4.2 Scheme

- 4.2.2 You should submit your application to HR Direct.
- 4.2.3 The NJC sets the rate of interest for loans granted to 'essential users' Local Government Services staff. The Controller of Financial Services sets the rates of interest of assisted car purchase loans for 'casual users' and lease car holders.
- 4.2.4 The Controller of Financial Services will charge you a small administrative charge for processing the loan application. You must pay the charge if the loan has been processed even if you do not take it.
- 4.2.5 We grant loans on the condition that when you leave our service you pay back any balance and interest payments you owe.
- 4.2.6 Also, if the Chief Officer decides your status has changed, you must either repay the loan in full or, where your status changes from that of essential user to casual user status, we will adjust the interest payments on the balance of the outstanding loan.
- 4.2.7 You can get full details of the conditions of the assisted car purchase scheme from HR Direct or the Loans and Payments Section, Chief Executive's Department, Finance Department.

5. Organisational change, redeployment and redundancy

- 5.1 The Organisational Change Policy covers staff entitlements and obligations in this area. It sets out the steps we have to take when we make changes to jobs and services, the contractual and discretionary payments for staff and the way we manage such situations in the event of redundancy. It also sets out when an employee may be entitled to early release of their pension in these circumstances.

6. Gratuities

- 6.1 We can award gratuities in line with the Local Government Discretionary Payments Regulations to provide a lump sum payment to you (unless you are a teacher) if you leave our service but do not qualify for a pension.

- 6.2 We may pay you a gratuity if you stop work:

- a) at age 60 or more;
- b) due to ill health (certified by our medical advisor);
- c) at age 50 or more on compassionate grounds; or,
- d) because you die in service, in which case we will make the payment to your husband or wife or dependant.

- 6.3 We will only make payments if you have:

- 5 years' continuous service with us in the case of payments in a), b) and c) above; or
- 1 year's continuous service with us in the case of payments in d) above.

- 6.4 We will count appropriate previous service for GLC/ILEA statutorily transferred and block recruited staff.

- 6.5 The amount of gratuity we will pay is:

$3.75\% \times \text{remuneration} \times \text{service}$.

- 6.6 **Remuneration** is the full-time rate of pensionable pay except in the case of remuneration for death in service where we use the full-time rate of pensionable pay when you die, excluding earnings between lower and upper national insurance levels for service from 1 April 1987.

- 6.7 **Service** is limited under the regulations:

- a) it must be continuous with us but includes appropriate previous service for statutorily transferred or block-recruited staff.
- b) part-time service as a proportion of the full-time equivalent.
- c) it does not include service which is not pensionable because you did not join the scheme or decided to opt out unless:
 - your service began on or before 1 April 1987 and you were 55 before that date; or
 - your service began on or before 17 August 1993 and you were 50 before that date. This applies only if you were contracted to work less than 15 hours a week.
- d) it does not include the 'qualifying' period required before you can join the pension scheme.

- e) it does not include the service which you could have paid pension contributions for such as unpaid leave, maternity or adoption leave or strike action.
 - f) it includes pensionable service before 1 April 1987, where we make a payment to a widow because we would have made a payment under our previous gratuity scheme.
8. You can get further details of the terms of the Local Government Discretionary Payments Regulations that apply to gratuities from HR Direct.

7. Camden special allowances

7.1 Recognition grants

7.1.1 We pay recognition grants to show our appreciation for exceptional merit or performing specially difficult or hard work outside the normal scope of your work. When we decide whether to pay the grant we consider your output, quality of work and how much work you have done outside normal office hours for which you have not received overtime.

7.1.2 We can pay grants to any employee, including those at the top of their salary scale.

7.1.3 We will pay grants:

- a) if we have not recognised the work in question by paying another allowance, for example an acting or special allowance, honorarium or special duty payment or overtime;
- b) if you have worked in your present department for twelve months; and
- c) at the discretion of the Chief Officer.

7.1.4 We do not recommend recognition grants instead of re-grading your post.

7.2 Motor cycles, scooter and moped allowances

If you have to use a motorcycle, scooter or moped for your work, you will be eligible to receive a mileage allowance.

7.3 Payments to fire marshals

If the Chief Officer agrees, you will receive a fire marshal allowance if you:

- have been trained under our fire marshal scheme; and
- perform duties as a fire marshal.

7.4 Payments to first aiders

If the Chief Officer agrees, you will receive a first aid allowance if you:

- have been trained under our first aiders scheme; and
- have a valid first aid certificate.

7.5 Driving tuition tests

If we need you to drive, you are eligible to receive an allowance to meet the cost of your driving tests.

7.6 Shoe allowance

We may pay a shoe allowance to certain employees decided by the Chief Officer.

7.7 Ad hoc fees and payments

We may also pay a number of ad hoc (one-off) fees and payments if you work in specific jobs. You can get details of these payments from [HR Direct](#).

7.8 General conditions

7.8.1 We pay all the above allowances as long as you meet the necessary criteria.

7.8.2 Details of the rates of allowances can be accessed on Camden essentials or by contacting [HR Direct](#).

8. Relocation expenses

8.1 Introduction

8.1.1 The Chief Officer may grant relocation expenses if you have to move home to take up your first appointment with us. The Chief Officer should be satisfied that your expenses for the move are valid.

8.1.2 The Chief Officer can grant up to 75% of your expenses.

8.1.3 You can claim the following relocation expenses:

a) **Removal expenses** - we may reimburse you if you have obtained and submitted three quotations from removal contractors we approve. If you are claiming only removal expenses, we may reimburse these expenses in full.

b) **Home purchasing allowance** - we may reimburse you for your expenses for selling and buying accommodation, for example, the costs of the legal and estate agent's fees, as long as you give us receipts.

c) **Disturbance allowance** - we may reimburse you for other expenses for moving home, as long as you give us receipts. The disturbance allowance covers the cost of replacing or adapting basic home furnishing, disconnecting and reconnecting gas, electrical appliances and telephones.

8.1.4 We may also pay the following allowances. These are paid but not included in the 75% limit referred to above.

d) **Lodging allowance** - the Chief Officer can decide to pay you a lodging allowance for up to 26 weeks if you have to maintain two homes.

e) **Travelling allowance** - while you are in lodgings, we can reimburse the cost of one second-class return fare home, once a fortnight, for up to 12 weeks (that is no more than six tickets).

8.2 Conditions of relocation expenses

8.2.1 The general conditions for granting these allowances are as follows.

- 8.2.2 The Chief Officer of the employing department must be satisfied that the move will significantly improve your travel to work, both in terms of distance travelled and journey time.
- 8.2.3 You should normally make claims within six months of taking up your appointment.
- 8.2.4 If you leave our employment before completing two years' service, you must pay back a proportion of the allowances you received. We will base the repayment on 1/24 of your allowance for each uncompleted month of service.
- 8.2.5 Where two of you work for us and live together, we will reimburse one of you for your expenses for moving. However, we will consider claims from both of you separately for other allowances, such as travelling and disturbance.
- 8.2.6 We will review the highest amount of allowances we pay for removal expenses, home buying, disturbance and lodging every year.
- 8.2.7 The Chief Officer of the employing department and the Director of Organisation Development will decide how we interpret and apply this scheme.

Section E – Procedures

1. HR policies and procedures

- 1.1 We have a number of HR Policies and procedures which all employees are expected to comply with. You can find information on all our HR policies and procedures on Camden essentials or from [HR Direct](#).
- [Disciplinary Policy and Procedure](#)
 - [Grievance procedure](#)
 - [Absence Management Policy and Procedure](#)
 - [Underperformance Policy & Procedure](#)
 - [Sickness absence notification procedure](#)
 - [Code of Conduct](#)
 - [IT Code of Conduct](#)

Section F – Miscellaneous

1. Training & financial assistance

- 1.1 The Council is committed to the training of its staff, both to promote the efficient service that good training enables them to provide and in the interest of their own development.
- 1.2 Training and financial assistance is subject to departmental approval and criteria. Details are available from HR Direct.

- 1.3 Chief Officers have the discretion to make additional payments to applicants who receive approval to attend a course of training, subject to available budget provision, as follows:
- i) Subsistence Allowances;
 - ii) Travel Expenses in excess of usual travel to work expenses and at the appropriate public transport rate;
 - iii) Cost of Books and Equipment essential to the course of study, unobtainable on loan from the college, department or public library, to a sum of not more than £30 per annum;
 - iv) Examination entry fees;
 - v) Registration and Exemption fees;
 - vi) Other expenses;
 - vii) Tuition fees
- 1.4 Pre-examination Leave
Chief Officers may grant pre-examination revision leave, where a course of study has been authorised by the Council, (up to a maximum of five days) on the basis of one day's leave in respect of each examination session (normally 3 hours), in addition to the examination session itself.

2. Office accommodation and health and safety

- 2.1 Management and Camden's recognised trade unions agree it is essential that all employees are able to work in conditions that enable them to work effectively, healthily and safely. We have a range of office accommodation which has some constraints but we intend to provide decent working conditions and office accommodation. Camden will always meet its statutory health and safety responsibilities in its office accommodation, including when designing and implementing refurbishments.
- 2.2 Camden will comply with its statutory obligations around health and safety aspects for technology, including the Health and Safety (Display Screen Equipment) Regulations 1992 and associated Health and Safety Executive approved codes of practice. Camden also has an eye test procedure, details of which are available from [HR Direct](#).

Appendix 1 - salary calculation for a part time employee

Example 1:

A part time employee working 25 hours per week and paid on scale 1, spinal column point 10 (a full time salary of £17,181) is calculated as follows:

Step 1: calculate the proportion of full time hours actually worked (a full time employee works 35 hours per week and has a FTE of 1)

$$\text{actual hours worked per week} \div \text{full time hours} = \text{proportion of full time hours}$$

$$25 \text{ actual hours worked per week} \div 35 \text{ hours per week} = 0.71429$$

Step 2: calculate the part time employee's annual salary

$$\text{proportion of full time hours} \times \text{full time salary} = \text{part time annual salary}$$

$$0.71429 \times £17,181 = £12,272.22$$

So, the employee's salary will be £12,272.22 a year.

Example 2:

If the employee's working hours are reduced to 17.5 per week, the calculation is as follows:

Step 1: calculate the employee's new proportion of full time hours

$$\text{actual hours worked per week} \div \text{full time hours} = \text{proportion of full time hours}$$

$$17.5 \text{ actual hours worked per week} \div 35 \text{ hours per week} = 0.5$$

Step 2: calculate the employee's new salary

$$\text{proportion of full time hours} \times \text{full time salary} = \text{part time annual salary}$$

$$0.5 \times £17,181 = £8590.50$$

So, the employee's new salary is £8590.50 a year.

Appendix 2 - salary calculation for a term time only employee

Full Time days worked	Full Time AL allowance	Actual Days worked	AL entitlement per day
260	20	240	0.0833
260	21	239	0.0879
260	22	238	0.0924
260	23	237	0.0970
260	24	236	0.1017
260	25	235	0.1064
260	26	234	0.1111
260	27	233	0.1159
260	28	232	0.1207
260	29	231	0.1255
260	30	230	0.1304
260	31	229	0.1354
260	32	228	0.1404
260	33	227	0.1454
260	34	226	0.1504
260	35	225	0.1556
260	36	224	0.1607
260	37	223	0.1659
260	38	222	0.1712
260	39	221	0.1765
260	40	220	0.1818
260	41	219	0.1872
260	42	218	0.1927
260	43	217	0.1982
260	44	216	0.2037
260	45	215	0.2093
260	46	214	0.2150
260	47	213	0.2207
260	48	212	0.2264
260	49	211	0.2322
260	50	210	0.2381

Example of Term Time Only (TTO) Pay Calculation

1. TTO leave entitlement			
Contracted weeks x 5 (days per week)		39 x 5	195.0000 (A)
Contracted days x AL entitlement per day		195 x 0.1454	28.3530 (B)
2. Total days/weeks paid			
Contracted days + leave	(A + B)	195 + 28.3530	223.3530 (C)
Weeks to be paid	$\frac{(C)}{5}$	$\frac{223.353}{5}$	44.6706 (D)
3. Percentage of FT pay			
TTO weeks paid	$\frac{(D)}{52.1429}$	$\frac{44.6706}{52.1429}$	85.6700% (E)
FT weeks paid	52.1429	52.1429	
4. Actual salary			
FT Salary x percentage of FT pay	Salary x (E)	£20,000 x 85.6700%	£17,134.00

How TTO proportion of leave allowance is calculated

This example uses a full time (FT) and a TTO employee on SCP 1-25 with less than 5 years continuous service. Their full time allowance of leave includes 20 annual leave days, 5 additional/privilege days & 8 bank holidays, a total of 33 days leave.

Note: When choosing the relevant FT leave allowance please ensure to include the following: basic and long service leave allowances, additional/privilege days and bank holidays.

The FT employee is contracted to work 260 days each year (52 weeks x 5 days). Their leave allocation reduces that to 227 days (260 minus 33). This means that for each day worked the FT employee accrues 0.1454 days leave (33 divided by 227).

The TTO employee works 195 days each year. They also accrue 0.1454 days leave for each day worked resulting in 28.3530 days leave (195 x 0.1454).