



Revised Conditions of Service APT&C Staff

Committee Personnel

Date of meeting 26 April 2024

Date of report 19 February 2024

Report by Director of Finance & Corporate Support

1. Object of report

To inform the Committee of the revised Conditions of Service APT&C Staff, which have been subject to consultation with the recognised Trade Unions.

2. Background to report

- 2.1 SPT’s Conditions of Service APT&C Staff were last formally reviewed in 2012. These conditions are updated annually with COSLA salary rates only and the current version is dated 1 December 2023.
- 2.2 Following a review of the Conditions of Service APT&C Staff by the Strategy Group and consultation with the recognised Trade Unions the conditions have been updated to reflect SPT as it is in 2024.
- 2.3 SPT’s recognised Trades Unions have been consulted on all changes to the conditions prior to implementation.

3. Outline of proposals

- 3.1 As part of SPT’s review of the Conditions of Service APT&C the conditions have been updated to reflect organisational changes, current job titles and grades, remove obsolete practices, include current practices, modernise the language and to ensure that SPT has a set of terms and conditions that reflect the current organisation.
- 3.2 3.3 A summary of the recommended changes is attached at Appendix 1 with the full revised conditions attached at Appendix 2.

4. Committee action

The committee is recommended to note the revised Conditions of Service APT&C, which have been subject to consultation with the recognised Trade Unions.

5. Consequences

Policy consequences	<i>Conditions of Service APT&C updated to reflect the Employment Act 2004 and SPT organisational structures and current practices.</i>
Legal consequences	<i>Conditions of Service APT&C comply with legislation.</i>
Financial consequences	<i>None.</i>
Personnel consequences	<i>HR to ensure the changes are communicated to all SPT employees.</i>
Equalities consequences	<i>None envisaged.</i>
Risk consequences	<i>Not updating the Conditions of Service APT&C may result in non-compliance with the Employment Act 2004 and good practice.</i>
Climate Change, Adaptation & Carbon Consequences	<i>None directly.</i>

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APPENDIX 1

Summary of Changes to APT&C Terms and Conditions

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
		Contents Page		
A1		Remuneration (including Hours of Work, Shifts and Job Related Allowances)	Section title updated for consistency within the document.	
A1.1		Working Hours and Patterns of Work	Section title updated for consistency within the document. Additional statement added re normal working hours, flexible hours and fixed hours.	Link to current shift patterns removed as these are included as part of employee offer documentation. Statement added to confirm normal working hours, flexible period and right to fix hours to meet business and operational requirements.
A1.2		Salary Rates	Grades and scales which are not used by SPT removed.	Principal Officer – PO1 to PO30 and General Scale – GS2 to GS3 removed from list. Historical grades not used by SPT. Salary rates moved to Appendix 1.
A1.2.1		Payment of Allowances – Maintenance and PWay Supervisory Staff	Update/Review	There are no Engineering Supervisory staff and the title has been updated to reflect that there are Maintenance and PWay Supervisory staff. Section has been reviewed that it reflects current arrangements.
A1.2.2		Responsibility Payment	Update/Review	Updated to reflect current process and approvals.
A1.2.3		Graduate Scheme	Update/Review	Updated to reflect SPT's current Graduate Scheme.
A1.3		Payment of Salaries	No change.	
A1.3.1		Application of Salary Scales	Update/Review	Sections a) and b) updated to reflect current process and remove historical information.
A1.3.2		Conditions Governing Overtime Payment	Update/Review	Point 14 relating to payments in respect of job-sharing employees removed as SPT has no job sharing employees.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
A1.3.3		Conditions Relating to Salary Increases Resulting from Exam Success	Section removed.	Updated to reflect current process and remove historical information. Salary increases relating to qualifications are detailed within SPT's offers of employment.
A1.4		Public Holiday Working	Section title updated.	"General and Public Holiday Working" updated to read "Public Holiday Working"
A1.5		Standby/Call-Out Payments	Update/Review	Updated to reflect current grades/arrangements.
A1.5.1		APT&C Maintenance Supervisory Staff	Sub-section title removed.	
A1.6		Allowances	No change.	
N/A	A1.6.1	Shift Working	Section number added for reference purposes.	Updated to reflect current payment process.
N/A	A1.6.2	Irregular Hours Working	Section number added for reference purposes.	
N/A	A1.6.3	Weekend Working	Section number added for reference purposes.	Updated to reflect current payment process.
N/A	A1.6.4	Night Working	Section number added for reference purposes.	Updated to reflect current payment process.
N/A		Hogmanay Allowance – Regulating Staff	Section removed.	Regulating staff do not work Hogmanay.
A1.7		Payment of Professional Fees	No change.	
N/A	A1.7.1	Conditions	Section number added for reference purposes.	Updated to reflect current practice.
N/A	A1.7.2	Procedure	Section number added for reference purposes.	Updated to reflect current practice.
		List of Professional Institutions		List of Professional Institutions reviewed and updated and moved to Appendix 2.
A2		Leave	No change.	

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
N/A	A2.1	Annual Leave	Section number added for reference purposes.	
A2.1	A2.2	Scale of Entitlement	New section number and section title updated for consistency within the document	Entitlements updated to reflect new entitlements from 1 April 2022.
N/A	A2.2.1	Annual Leave – Part-Time Staff/Shift Workers/Staff Who Work Less Than 5 Days Per Week	Section number added for reference purposes.	Updated to reflect new entitlements from 1 April 2022.
N/A	A2.2.2	Annual Leave – On Leaving SPT	Section number added for reference purposes.	
N/A	A2.3	Public Holidays	Section number added for reference purposes.	Public holidays reviewed/updated following the death of Queen Elizabeth II. Reference to Travel Centres removed.
N/A	A2.3.1	Part-Time Staff/Shift Workers And Employees Who Work Less Than Five Days Or Shifts Per Week Entitlement to Public Holidays	Section number added for reference purposes.	
A3		Absence	No change.	
N/A	A3.1	Sick Pay Scheme	Section number added for reference purposes.	
N/A	A3.1.1	Entitlement	Section number added for reference purposes.	
N/A	A3.1.2	Calculation of Allowances	Section number added for reference purposes. Reworded.	Reference to Conditions of Service – General section reworded.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
N/A		Absence Notification And Certification Procedures	Section removed.	The Absence Notification and Certification procedure is contained within SPT's Sickness Absence Guidance document and is included in Section A4.
N/A		Resettlement		
N/A		Resettlement Scheme	Section removed.	Historical scheme no longer used by SPT.
N/A		Resettlement Rate Of Allowances	Section removed.	Historical allowances no longer used by SPT.
A7	A5	Special Conditions Applicable to Certain Groups	New section number and section title updated for consistency within the document.	
A7.1	A5.1	Conditions of Service Casual Staff	New section number and section title updated for consistency within the document	
A8	A6	Other Conditions of Service	New section number.	
A8.1	A6.1	Termination of Employment	New section number. Update and review.	Notice periods are legally required to be detailed within an employee's statement of particulars there is no requirement for Partnership agreement. Statement regarding Weekly paid staff removed as SPT have no staff who are Weekly paid.
A8.1	A7.1	Termination of Employment	New section number added for consistency within the document. Section removed.	Section regarding staff paid weekly is no longer applicable.
A1.2	Appendix 1	Salary Rates	New appendix.	Section A1.2 moved to Appendix 1.
A1.7	Appendix 2	Payment of Professional Fees	New appendix.	Section A1.7 moved to Appendix 2. Department and Roles removed from table.

Current Section No.	New Section No.	Contents	Reason for Changes	Revised/Key features
				List of Professional Institutions reviewed and updated to reflect current organisations which are recognised by SPT.



STRATHCLYDE PARTNERSHIP FOR TRANSPORT

CONDITIONS OF SERVICE

APT&C STAFF

Please note that if a copy of this document is downloaded and saved, it may become inaccurate and the hyperlinks contained within it may not work. Reference should be made at all times to the Information Library and Staff Policies Register on the employee intranet. Further information can be obtained from the HR Department.

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(These should be read in conjunction with the nationally negotiated conditions for APT&C Staff)

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SECTION A1 - REMUNERATION (INCLUDING HOURS OF WORK, SHIFTS AND JOB RELATED ALLOWANCES)

A1.1 WORKING HOURS AND PATTERNS OF WORK

A1.2 SALARY RATES

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A1.6.2 Irregular Hours Working

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A1.7 PAYMENT OF PROFESSIONAL FEES

A1.7.1 Conditions

A1.7.2 Procedure

A1.1 - WORKING HOURS AND PATTERNS OF WORK

Normal working hours are Monday to Friday, 35 hours per week, 7 hours per day unless otherwise stated.

Office hours are flexible within the period 08:00 to 18:00 hours.

SPT reserves the right to fix working hours and patterns to meet business and operational requirements.

For positions where a shift pattern is worked, a copy will be issued to staff as part of their offer of employment.

A1.2 – SALARY RATES

A1.2.1 Payment of Allowances - Maintenance and PWay Supervisory Staff

a) Night Shift Supervisor

Where the Night Shift Supervisor works an overtime shift, having already completed their five scheduled night shifts, they will be paid night shift allowance over and above any premium overtime payment which they receive for the overtime shift.

b) Day Shift Supervisor Providing Cover on Night Shift (Normal Scheduled Working Week)

Where a Day Shift Supervisor is providing cover on night shift for holidays or sickness absence and has worked their five scheduled night shifts, then they will be paid the night shift allowance for the five scheduled nights.

c) Day Shift Supervisor - Overtime working on Night Shift Duties

Where a Day Shift Supervisor is working at night out with his normal working week, providing cover for the Night Shift Supervisor's then such work is regarded as overtime and the appropriate overtime premium payments will be made. In addition, the Day Shift Supervisor will receive the night shift allowance over above any overtime premium payments which are made.

A1.2.2 Responsibility Payment

Where for reasons other than absence on normal holiday, an employee is required temporarily, for a continuous period exceeding 4 weeks, to undertake the duties of a post the grade of which is higher than the employee's own grade, a responsibility payment may be paid, determined with regard to (a) the salary scale for the higher post; (b) the extent of the additional duties and responsibilities; and (c) the period for which these are undertaken.

For clarification, the rule applied with regard to the responsibility payment is the difference between the employee's current salary point and the first salary point on the higher grade. If the differential between the employee's salary point and the first salary point on the higher grade is minimal then the departmental manager with the express approval of the function Director/Assistant Chief Executive can request payment at the second salary point of the higher grade.

Once the qualifying period of 4 weeks has been reached the allowance will be paid with effect from the day on which the employee was required to undertake the duties of the higher post. Incremental progression will be taken into account in calculating such allowances, whether or not the employee is undertaking 100% of the duties of the higher graded post.

Employees will continue to receive such allowances while on annual leave unless the higher graded post holder returns to the post or the duties are undertaken by another employee.

Where an employee is undertaking 100% of the duties and responsibilities of the higher graded post overtime shall be calculated including the allowance. Where an employee is not undertaking 100% of the duties and responsibilities of the higher graded post overtime will be calculated excluding the allowance.

Employees who, while in receipt of such an allowance, are absent due to sickness or on leave of absence without pay shall not be paid the allowance during the period of absence.

Such allowances shall not be paid to employees designated "trainee" as these employees normally work under supervision.

A1.2.3 Graduate Scheme

SPT's Graduate Schemes are structured to cover a broad base of competencies to enable graduates to develop their skills in specific discipline areas. Each graduate programme will be detailed in the scheme graduate handbook and include a competency framework aligned to a professional body and include technical and behavioural competencies. Graduate progression will be assessed against agreed objectives, individual development and learning. These will be agreed and documented in placement forms and reviewed at regular placement review meetings during each 12 month period attended by the Line Manager, placement Mentor and the Graduate.

Progression through Grade C/AP4 is detailed below:

Entry Level	Year 1	Mid-Year 1	End of Year 1
Grade C	SP22	SP23	SP25
	Year 2	Mid-Year 2	End of Year 2
Grade C/AP4	SP25	SP26	SP28
	Year 3	Mid-Year 3	End of Year 3
Grade AP4	SP28	SP29	SP31 – D Grade

A1.3 PAYMENT OF SALARIES

A1.3.1 Application of Salary Scales

a) New Entrants

Salary placing on the appropriate scale shall be at a point on the scale as agreed by the relevant Director in conjunction with the Head of HR subject to the grade scale currently in use. Appointees to Grade A shall be appointed at Spinal Point 10 as a minimum (subject to review in line with the Real Living Wage).

b) **Promotion**

On promotion or where an existing post has been regraded, the employee shall normally be placed on the first spinal point of the new grade which will ensure an increase in remuneration of at least an amount equal to the smallest increment on the new grade. Appointment to an increment higher than the above will be at the discretion of the relevant Director in and based on the appointees experience, qualifications and current salary placing.

A1.3.2 Conditions Governing Overtime Payment

An employee will be expected to work overtime when called upon by their Manager, but will not be compelled to, unless a requirement for overtime working is an expressed condition of their appointment. In all cases of overtime which can be determined in advance a minimum period of twenty-four hours' notice will be given unless the employee concerned is prepared to waive their right to notice.

- 1 An employee whose basic salary is below spinal column point 39 is eligible for payment of overtime subject to authorisation and to the conditions set out below.
- 2 An employee whose basic salary is at or above spinal column point 39 is not eligible for payment of overtime (except where payment has been authorised in terms of paragraph 4 below) but a subsistence allowance may be claimed as per the rules within the Travel and Subsistence Scheme.
- 3 In any financial year an employee (unless otherwise authorised in terms of paragraph 4 below) will not receive in overtime payment, a sum greater than the difference between basic salary and spinal column point 39, any overtime worked beyond that earnings "ceiling" being met by payment of a subsistence allowance.
- 4 In *exceptional circumstances* where a Manager considers that a payment should be made to an employee who has reached this earnings "ceiling" or to an employee paid on or above spinal column point 39 consideration may be given to a payment calculated at the employee's normal hourly rate subject to the limit of the maximum of spinal column point 39. In this connection the Manager should forward details to the HR Department.

- 5 The earnings "ceiling" does not apply in relation to contractual overtime.
- 6 To ascertain the hourly overtime rate of pay normal annual salary shall be divided by 1924.
- 7 The minimum salary to be used for the calculation of overtime shall be spinal column point 10. The basis of calculation of the overtime rate of an employee on a higher salary point shall be the actual salary, subject to a maximum of spinal column point 39, except in the case of contractual overtime (see paragraph 9 below) when the limit will not apply.
- 8 Extra time of less than half an hour in any one day will not count as overtime. All overtime of half an hour or more on any one day will be aggregated for each week and only completed half hours will be paid.
- 9 An employee contracted to work longer than the standard hours shall be entitled to overtime payments for the additional hours unless these additional hours are recognised by some other payments or arrangements.
- 10 For overtime on any day other than a Sunday or a rest day payment shall be at the rate of time and a half. For all overtime on a Sunday or a rest day payment shall be at the rate of double time except that time and a half shall also be the overtime rate on a Sunday when Sunday is part of an employee's normal working week. For overtime of less than 2 hours duration on a Sunday (where Sunday is not part of an employee's normal working week) or on a rest day, a minimum payment of 4 hours at plain time rate will be made. This does not apply where the overtime is of a casual supervisory nature.
- 11 Work on a general or public holiday out with normal working hours shall rank as overtime and will be paid at the rate of double time in complete recompense.
- 12 Time off in lieu at non-enhanced rates may be granted exceptionally, as an alternative to payment.
- 13 Overtime payments shall not be made to part-time employees until they have worked the normal full-time hours in any one week.

A1.4 PUBLIC HOLIDAY WORKING

An employee required to work on a public holiday, in addition to normal pay for that day or night (between 20:00hrs and 08:00hrs in the following day) shall be paid an allowance at plain time rate for all time worked within an employee's normal working hours. At a later date time off with pay shall be allowed as follows:-

- When the time worked is less than four hours - half day/half shift off
- When the time worked is four hours or more - full day/full shift off.

Hours of work in excess of the normal working day or out with normal working hours are classed as overtime and are paid at double time. Staff who work on a public holiday as an overtime shift will be paid double time for all hours worked plus time off as indicated above. The overtime rules apply only to those employees who meet the normal overtime criteria. Employees above the overtime ceiling may be entitled to claim a subsistence rate if appropriate.

Allowances and time off with pay for work required on a public holiday shall apply, where appropriate, to part time employees.

Part time employees who are required to work hours which are *additional* to their normal working week and which fall on a public holiday shall receive payment at plain time rate for the hours worked with time off in lieu as above at a later date or at the discretion of Strathclyde Partnership for Transport payment at the rate of double time in complete recompense.

For a day worker a half day is defined as 3½ hours. For a night/shift worker a half day is defined as half the normal shift hours.

Where a Saturday and/or Sunday are designated as public holidays normal pay for that "day or night" shall be the enhanced rate for weekend working.

A1.5 STANDBY/CALL-OUT PAYMENTS

1. Entitlement to Standby, Disturbance and Call-Out Payment

- a) The nature of the appointment of maintenance supervisory staff 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 relevant Director and to carry out emergency work as and when the need arises.
- b) Standby duty refers to a specific rostered arrangement, whereby 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.
- c) Employees whose posts are not graded above Technical Grade 6 and who are required to undertake standby duty, where this entitlement is not already reflected in the grade of the post, will be entitled to payment in accordance with paragraphs two and three below:

2. Standby Payments

- a) Employees performing standby duty will be paid:
 - An allowance of £106.25 per week of standby duty actually performed, plus £19.97 or each general or public holiday in the week, effective from 1 April 2023.
- 2) For broken periods of standby duty, as follows:

Monday to Friday per night - 01/04/2023 - £10.59
Saturday per 24 hours – 01/04/2023 - £22.56

Sunday/Public holidays per 24 hours – 01/04/2023- £30.74
- b) Each 24 hour period of standby duty is to commence at the beginning of the working day (or at the same hour on a non-working day).

3. Disturbance and Call-Out Payments

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

- 1) For each occasion on which the employee is contacted, and which results in the exercise of the skills for which the standby duty is required, either at the employee's home or elsewhere, a payment of £16.99 effective from 1 April 2023. 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.

- Where an employee becomes entitled to a payment in sub-paragraph (1) above, and, where that or subsequent disturbance or call-out is in excess of an hour, the employee will be entitled to further payment for the whole of the disturbance or call-out at the appropriate over-time rates, which will not be greater than the hourly rate for the maximum salary point of Tech 4?.

4. Payments for Employees not on Standby

Employees not undertaking standby duty, but who are contacted or called out will be paid on the following basis:

1/04/2023 £23.37 per call

These payments are subject to the proviso that only one such payment will be made within each period of two hours, commencing with the start of the standby-session or notional stand-by session.

5. The above scale of payments will be applicable to maintenance staff and will be reviewed in accordance with subsequent agreements reached between and Strathclyde Partnership for Transport.
6. Employees graded above Technical Grade 6 who are called out will be subject to a maximum hourly payment for overtime of hourly rate for the maximum salary point of Tech 4.
7. Payments or call-outs and payments made to employees not on standby duty will count towards the overtime ceiling, which is currently the maximum salary point of Tech 4.
8. None of the payments detailed above will be made to any post which is graded Grade E or above.

A1.6 ALLOWANCES

A.1.6.1 Shift Working

An employee who is regularly required to work in shifts, and such circumstances are not properly reflected in the salary scale or conditions of service, shall be entitled to payment of an additional percentage of salary as a shift allowance at the rates set out in the following table:-

Rotating Shifts

(3 shifts on a rota basis including a night shift)

17% of salary

Where the total period covered by the 3 shifts over 5 or 6 days a week is 18 hours or more and there are at least 4 hours worked between 20:00 and 08:00.

Where the total period covered by the 3 shifts over 7 days a week is 18 hours or more and there are at least 4 hours worked between 20:00 and 08:00.

20% of salary

Alternating Shifts

(2 shifts on a rota basis not including a night shift over 4, 5 or 6 days a week)

Where the total period covered by the 2 shifts is between 11 and 14 hours and there are at least 4 hours between the starting times of the earlier and later shifts.

12½% of salary

Where the total period covered by the 2 shifts is more than 14 hours and there are at least 4 hours between the starting times of the earlier and later shifts.

14 % of salary

Alternating shift allowances shall be paid where the number of "normal office hour" shifts does not exceed one half (1 in 2) of the total number of shifts in the rota. Allowances for irregular hours working shall not be paid to employees in receipt of shift allowances.

The shift allowance shall be paid, where appropriate, in addition to the allowance for work on Saturday and/or Sunday as part of the normal working week.

Time worked beyond the normal shift shall be regarded as overtime and payment will be as set out in section A1.3.2 above.

Shift allowances shall be paid where appropriate to employees employed on a part time basis.

A1.6.2 Irregular Hours Working

An employee required to work outside the period 1½ hours before and/or 1½ hours after normal working hours in the period Monday to Friday as part of the normal working week shall be paid an allowance as follows:-

For an average of 4 hours but less than 8 hours a week calculated over the working cycle.	7½% of salary
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For an average of 8 hours a week or more calculated over the working cycle.	10% of salary
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The allowance for irregular hours is not payable to employees in receipt of night work or shift work allowances.

Irregular hours allowance shall be paid where appropriate to employees employed on a part time basis.

A.1.6.3 Weekend Working

For work required on a Saturday or Sunday as part of the normal working week, the allowance shall be at the rate of time-and-a-half for all hours worked. The weekend allowance shall be paid, where appropriate, in addition to the allowance for night work worked as part of the normal week, or in addition to the allowance for shift working. Work on Saturday or Sunday outside the normal working week shall be regarded as overtime and payment will be as set out in section A1.3.2 above. The weekend allowance shall be paid to part-time staff who are required to work on Saturdays and Sundays.

For maintenance staff employed at the Subway, where weekend allowance applies, this allowance is averaged over the year and paid as contractual overtime.

1. A.1.6.4 Night Working

For work required at night as part of the normal working week, to the allowance shall be at the rate of time-and-a third for all hours wholly worked between 20:00 and 08:00 hours. The night shift allowance is not payable to staff who are in receipt of allowances for irregular hours working or shift working. The night shift allowance shall be paid, where appropriate, in addition to the allowance for work on Saturday or Sunday as part of the normal working week. Work at night outside the normal working week shall be regarded as overtime and payment will be as set out in section A1.3.2 above. The night shift allowance shall be paid to part-time staff for all hours wholly worked between 20:00 and 08:00 hours as part of a normal working week.

A1.7 PAYMENT OF PROFESSIONAL FEES

A1.7.1 Conditions

Fees for membership of Professional bodies will be reimbursed, where this has been agreed by the relevant Director or upon completion of appropriate learning, subject to the following conditions;

Only those fees for recognised Professional Bodies will be paid.

Where a member of staff holds membership of more than one professional body, the principal qualification/professional fee only will be reimbursed.

A1.7.2 Procedure

A list of professional qualifications by Department will be maintained by the HR Department.

The cost of membership of professional institutions deemed as appropriate professional qualifications will be refunded subject to the following procedure, with exception as noted for Law Society Fee.

1. Employee pays fee direct to Professional Body or Institution.
2. Employee submits expense form requesting payment with supporting receipt to Manager/Director, as appropriate, for their approval. Payment will not be made without a supporting receipt.
3. Approved expenses form with supporting receipt submitted to the Financial Officer (Payroll) for reimbursement of amount to cover necessary membership costs; eg membership fee, registration fee, publications, but excluding optional costs such as benevolent fund.
4. Payment will be made via payroll directly into the employee's bank account and will be shown on the pay advice slip. For the purposes of Income Tax Returns, professional fees where required for the post are not deemed to be a benefit in kind.
5. A Record of institutional membership and fees paid will be maintained and updated by the Finance Department.

Note: Law Society registration and Practising Certificate fees are paid to the Law Society directly by the Partnership.

Staff should be aware that tax relief is given by the Inland Revenue on fees paid to Professional bodies on their approved list, accordingly any fee paid in respect of membership of a professional body not included in the Inland Revenue approved list will be subject to tax as benefit in kind. To check the approved list use the link below;

<http://www.hmrc.gov.uk/incometax/relief-subs.htm>

If you are a member of a Professional body or institution which you feel is relevant to your role and is not on the list below please contact the HR Department.

SECTION A2 - LEAVE

A2.1 ANNUAL LEAVE

A2.2 SCALE OF ENTITLEMENT

A2.2.1 Annual Leave - Part-Time Staff/Shift Workers/Staff
Who Work Less Than 5 Days Per Week

A2.2.2 Annual Leave – On Leaving SPT

A2.3 PUBLIC HOLIDAYS

A.2.3.1 Part-Time Employees/Shift Workers And Employees
Who Work Less Than Five Days Or Shifts Per Week
Entitlement To Public Holidays

A2.1 ANNUAL LEAVE

For the purposes of these provisions the APT&C annual leave year is 1 January to 31 December. All leave should be taken within this period with the option however of carrying over up to five working days into the following year to be utilised at any time during that year. The number of days will be pro-rated for part-time staff, and those working shift patterns or cycles. All leave in excess of the above will normally be forfeited.

All leave is granted at the exigency of the service. It is incumbent on management therefore to make sure that a procedure is in place to ensure leave is allocated fairly. Equally staff have a responsibility to apply for leave evenly throughout the leave year with management monitoring the leave situation and alerting staff to problems regarding the taking of leave particularly in relation to operational demands. Where it is operationally necessary, holiday rosters will be applied.

Permission to exceed the number of carry over days will be considered in exceptional circumstances with such cases requiring the manager of the department concerned submitting such request in writing to the Head of HR who will discuss approval with the appropriate Director. Where this excess is as a result of a build-up of lieu days for public holidays worked then such days will not be viewed as being covered by the conditions indicated above. Arrangements should be made however to take such lieu days as soon as is operationally possible.

A2.2 SCALE OF ENTITLEMENT

Entitlement being calculated as per the table below:

RECKONABLE SERVICE AT 31 DECEMBER	ANNUAL LEAVE
Under one year (see below)	Proportionate to 21 days
1 to 5 years	21 days
5 years and over	29 days
Chief Official – Under one year	Proportionate to 31 days
Chief Official - over 1 year	31 days

Completed Months of Continuous Service in Current Leave Year	21 Days	29 Days	31 Days
1	2	2	3
2	3.5	5	5
3	5	7	8
4	7	10	10
5	9	12	13
6	10.5	14.5	15.5
7	12	17	18
8	14	19	21
9	16	22	23
10	17.5	24	26
11	19	27	28

A "complete month" means the periods between a date in one month and the immediately preceding date in the following month (e.g. 15 February to 14 March inclusive).

"Reckonable" service shall be assessed for the purpose of qualifying for entitlement to annual leave as all previous service with:-

- (a)
- (b) any local authority or public authority listed in the Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification) Order
- (c)

Where an employee has entered or re-entered local government service and is in receipt of benefits under any occupational pension scheme service for annual leave purposes shall commence at the date of entry or re-entry into the local government services.

A2.2.1 Annual Leave - Part-Time Staff/Shift Workers/Staff Who Work Less Than 5 Days Per Week

Annual Leave is calculated in terms of the number of days worked in the week as a proportion of the appropriate full-time table above e.g. contracted to work 3 days per week with 1-5 years' service - entitlement would be 3/5ths of 21 = 13 days.

A2.2.2 Annual Leave – On Leaving SPT

An employee leaving SPT before the end of the leave year will have their annual leave entitlement adjusted in proportion to the length of their service in that leave year. Employees should endeavour to use any outstanding annual leave prior to their leaving date. However, in exceptional circumstances, if this is not operationally possible, then the employee will be reimbursed payment for the outstanding annual leave, subject to prior approval by the HR Department.

Conversely, if an employee leaves their employment having taken more annual leave than their length of service for that leave year entitles them to, SPT will deduct payment for the number of extra days taken from the employee's final pay.

A2.3 PUBLIC HOLIDAYS

Public Holidays are granted on:-

New Year - 1st and 2nd January
Good Friday
Easter Monday
May Bank Holiday (1st Monday in May)
Spring Bank Holiday (Last Friday in May)
Spring Bank Holiday (Last Monday on or after 24th May)
Fair Monday (third Monday in July)
September Weekend (Last Friday in September)
September Weekend (Last Monday in September)
Christmas Day & Boxing Day

And at

Christmas Day and Boxing Day or New Year (an alternative to be arranged in consultation with the appropriate Unions)

When 25th

FALLS ON A	CHRISTMAS HOLIDAYS	NEW YEARS HOLIDAYS
Monday	25 and 26 December	1 and 2 January
Tuesday	25 and 26 December	1 and 2 January
Wednesday	25 and 26 December	1 and 2 January
Thursday	25 and 26 December	1 and 2 January
Friday	25 and 28 December	1 and 4 January
Saturday	27 and 28 December	3 and 4 January
Sunday	26 and 27 December	2 and 3 January

A2.3.1 Part-Time Employees/Shift Workers And Employees Who Work Less Than Five Days Or Shifts Per Week Entitlement To Public Holidays

Employees outlined above are entitled to the same public holidays as a full-time employee on a pro rata basis. The table below applies:-

No. of Days Worked per Week	Pro rata of 12
1	2
2	5
3	7
4	10

Where an employee's entitlement is more than the number of public holiday days actually accrued then the difference is added to their annual leave entitlement. Where the entitlement is less than the number of public holiday days actually accrued then if there is no requirement for the employee to work, the days are deducted from their annual leave entitlement. Employees who are required to work public holidays when rostered on a shift that day, have the untaken public holidays added to their annual leave allowance.

SECTION A3 - ABSENCE

A3.1 SICK PAY SCHEME

A3.1.1 Entitlement

A3.1.2 Calculation of Allowances

A3.1 SICK PAY SCHEME

A3.1.1. Entitlement

The medical examination/questionnaire which employees receive on entering the service also serves for entry to the Occupational Sick Pay Scheme.

The Sickness Absence Policy (held in the Policies section of SPT's Intranet) section in relation to notification and certification must be adhered to, to ensure payment under the Scheme.

The terms of the Occupational Sick Pay Scheme will not apply to employees appointed in a temporary capacity until the employee has completed 26 weeks continuous service.

For staff in post prior to 1 April 2003 such occupational sickness entitlement is according to service as follows:-

Employed:	2. Full Pay	3. Half Pay
During 1st year	5 weeks	5 weeks
During 2nd year	9 weeks	9 weeks
During 3rd year	18 weeks	18 weeks
During 4/5th years	22 weeks	22 weeks
After 5th year	26 weeks	26 weeks

For staff commencing on or after 1 April 2003 such occupational sickness entitlement is according to service as follows:-

Employed:	4. Full Pay	5. Half Pay
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years or over	26 weeks	26 weeks

Reckonable service shall be assessed for the purpose of sickness entitlement as all previous service with any local authority or public authority listed in the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Orders. Where an employee has entered or re-entered local government service and is in receipt of benefits under any occupational pension scheme, service for sickness leave purposes shall commence at the date of entry or re-entry into the local government services.

Absences will be monitored in accordance with the SPT's Sickness Absence Policy.

6. A3.1.2 Calculation of Allowances

Refer to Conditions of Service – General Section (applicable to all categories of Employees),
Section G.3.2 – Sick Pay Scheme – General Rules.

SECTION A4 – EMPLOYMENT POLICIES AND PROCEDURES

All employment policies can be found in the Policies & Guidance section on the intranet at <http://spt.intranet.uk/library/policies-guidance/>

SECTION A5 - SPECIAL CONDITIONS APPLICABLE TO CERTAIN GROUPS

A5.1 CONDITIONS OF SERVICE CASUAL STAFF

A5.1 CONDITIONS OF SERVICE FOR CASUAL STAFF

The undernoted Conditions of Service relate to staff who are contracted for the provision of services on a casual basis.

Location: As required

Hours of Work: As required

Staff will be contracted to work as operational requirements dictate.

Overtime must be agreed by a Supervisor and will be paid at straight time once 35hrs has been worked over the week - Sunday to Saturday.

Salary

Casual staff will be appointed at the first scale point on the APT&C salary scale and be paid the appropriate hourly rate for hours actually worked.

Salaries and wages are paid on a 4 weekly basis by credit transfer to a bank of the employee's choice. Payment is made every 4th Tuesday. This payment is for work done up until the Saturday of that week.

Travel Scheme

Staff may be eligible to claim travel under the Strathclyde Partnership for Transport's Travel Scheme currently in operation. All claims must be fully authorised by the appropriate Manager.

Eligibility to apply for Strathclyde Partnership for Transport Vacancies

Casual Staff will be eligible to apply for vacancies that are advertised both internally and externally.

Reckonable Service

In the event of casual staff being offered a temporary or permanent post, each week of casual employment where 35 hours or more have been worked can be aggregated and would count as reckonable services towards holidays/sickness entitlement.

Sickness Provision

There is no entitlement under the rules of the Company Sickness Scheme. However, there may be entitlement to SSP under the Government Regulation providing the statutory provisions are met.

Annual Holiday

Under the working time directive there is an entitlement to holidays based on the number of hours worked in any one leave year. However the nature of a casual contract does not enable the taking of any such accrued holidays. Therefore an 8.39% payment in addition to the normal hourly rate of pay will be paid in lieu of holidays owed. Calculating the payment due is based on a proportion of the statutory entitlement for a full-time member of staff i.e. 20 days (4 weeks), meaning that casual staff will accrue 1 hour per 9.3 hours worked.

Public Holiday

There is no entitlement to payment unless work is undertaken. If contracted to work, payment will be made as per the criteria set out above.

Pension Scheme

The Company Pension scheme is available to casual staff.

SECTION A6 - OTHER CONDITIONS OF SERVICE

A6.1 TERMINATION OF EMPLOYMENT

(d) **A6.1 TERMINATION OF EMPLOYMENT**

In line with appropriate Employment Legislation the following periods of notice have been agreed.

(a) **Notice to be given by an Employee**

- | | | |
|-----------------------------------|---|--------------------------------------------|
| Grade F (or equivalent) and above | - | minimum of TWELVE weeks' notice in writing |
| Below Grade F (or equivalent) | - | minimum of FOUR weeks' notice in writing. |

(b) **Notice to be given by Employer**

- | | | |
|-----------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade F (or equivalent) and above | - | minimum of TWELVE weeks' notice in writing |
| Below Grade F (or equivalent) | - | minimum of FOUR weeks' notice in writing for four years or less continuous service. For more than four years' service the written notice is increased by one week for each year of continuous service up to a maximum of twelve weeks. |

This general entitlement to notice is subject to the following qualifications:-

- (e) (1) In case of misconduct an employee may be summarily discharged at any time and his employment terminated immediately.
- (f) (2) Where employment is terminated due to redundancy, the terms of the current Redundancy Payments Scheme if appropriate shall apply.
- (g) (3) A payment in lieu of notice may be made.

APPENDIX 1

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES

EXISTING SCP	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	SALARY (w/e 01/04/2023)	GRADE
10	18610	20666	22672	A
11	19049	21105	23111	A
12	19460	21516	23522	A
13	19779	21835	23841	A
14	20119	22175	24181	A
15	20548	22526	24455	A
16	20982	22960	24889	B
17	21361	23339	25268	B
18	21892	23870	25799	B
19	22409	24387	26316	C
20	22979	24957	26886	C
21	23585	25563	27512	C
22	24152	26130	28123	C
23	24796	26774	28816	C
24	25547	27525	29624	C
25	25948	27926	30055	C
26	26761	28739	30668	C
31	31431	33409	35605	D
32	32343	34321	36578	D
33	33276	35254	37572	D
34	34201	36179	38558	D
35	34882	36860	39284	D
36	35766	37744	40225	D
37	36773	38751	41096	D
38	37835	39813	42222	D
39	39015	40993	43473	D
40	40000	42000	44541	E
41	40626	42657	45238	E
42	41669	43752	46399	E
43	42674	44808	47518	E
44	43707	45892	48669	E
45	44688	46922	49761	E
46	45720	48006	50910	F
47	46748	49085	52054	F
48	47895	50290	53333	F
49	48990	51440	54552	F
50	50075	52579	55760	F
51	51211	53772	57026	F

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES (CONTINUED)

EXISTING SCP	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	SALARY (w/e 01/04/2023)	GRADE
54	54854	57597	61082	G
55	56153	58961	62528	G
56	57468	60341	63992	G
57	58829	61770	65508	G
58	60267	63280	67108	G
59	61692	64777	68696	G
60	63120	66276	70286	G
61	64547	67774	71875	G
62	65979	69278	73469	G
63	67512	70888	75176	G
64	69084	72538	76927	G
65	70748	74285	78779	G

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES (CONTINUED)

EXISTING SCP	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	SALARY (w/e 01/04/2023)	GRADE
15	20548	22526	24455	AP1
16	20982	22960	24889	AP1
17	21361	23339	25268	AP1
18	21892	23870	25799	AP1
19	22409	24387	26316	AP2
20	22979	24957	26886	AP2
21	23585	25563	27512	AP2
22	24152	26130	28123	AP2
23	24796	26774	28816	AP3
24	25547	27525	29624	AP3
25	25948	27926	30055	AP3
26	26761	28739	30668	AP3
27	27601	29579	31524	AP4
28	28474	30452	32455	AP4
29	29561	31539	33613	AP4
30	30510	32488	34624	AP4
31	31431	33409	35605	AP5
32	32343	34321	36578	AP5
33	33276	35254	37572	AP5
34	34201	36179	38558	AP5

SCOTTISH COUNCIL FOR LOCAL AUTHORITY SERVICES: APT&C SERVICES (CONTINUED)

EXISTING SCP	SALARY (w/e 01/04/2021)	SALARY (w/e 01/04/2022)	SALARY (w/e 01/04/2023)	GRADE
13	19779	21835	23841	Tech1
14	20119	22175	24181	Tech1
15	20548	22526	24455	Tech1
16	20982	22960	24889	Tech1
17	21361	23339	25268	Tech2
18	21892	23870	25799	Tech2
19	22409	24387	26316	Tech2
20	22979	24957	26886	Tech2
21	23585	25563	27512	Tech2
22	24152	26130	28123	Tech3
23	24796	26774	28816	Tech3
24	25547	27525	29624	Tech3
25	25948	27926	30055	Tech3
26	26761	28739	30668	Tech3
27	27601	29579	31524	Tech4
28	28474	30452	32455	Tech4
29	29561	31539	33613	Tech4
30	30510	32488	34624	Tech4
31	31431	33409	35605	Tech5
32	32343	34321	36578	Tech5
33	33276	35254	37572	Tech5
34	34201	36179	38558	Tech5
36	35766	37744	40225	Tech6
37	36773	38751	41096	Tech6
38	37835	39813	42222	Tech6
39	39015	40993	43473	Tech6

APPENDIX 2

LIST OF PROFESSIONAL INSTITUTIONS

Institution
Association of Chartered Certified Accountants
Association of Project Management
Chartered Institute for IT
Chartered Institute of Highways & Transportation
Chartered Institute of Logistics & Transport
Chartered Institute of Management Accountants
Chartered Institute of Marketing
Chartered Institute of Payroll Professionals
Chartered Institute of Personnel & Development
Chartered Institute of Public Finance and Accountancy
Chartered Institute of Purchasing & Supply
Chartered Management Institute
Institute of Chartered Accountants for Scotland
Institute of Engineers (eg Civil, Mechanical, Electrical, Electrical & Electronic)
Institute of Environmental Management & Assessment
Institute of Occupational Safety & Health
Institution of Engineering & Technology
Institution of Mechanical Engineers
Law Society of Scotland
Royal Institution of Chartered Surveyors
Royal Town Planning Institute
Security Institute
Society of Operations Engineers