

Committee:	Union/Employee Consultation Committee	Agenda Item No.:	7.
Date:	12th March 2014	Category	*
Subject:	Pay Policy - Relief Central Control Operators.	Status	Open
Report by:	Joint Assistant Director of HR and Payroll		
Other Officers involved:	Housing Needs Officer (Relief Central Control Operators) Payroll Manager		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

RELEVANT CORPORATE AIMS

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation by maintaining the Pay Agreement.

TARGETS

This report does not relate to any specific targets.

VALUE FOR MONEY

Having up to date policies will contribute to providing value for money services.

THE REPORT

The purpose of this report is to seek approval to make minor additions to the Pay Agreement to reflect current practice relating to the pay entitlement for employees carrying out central control duties on a relief basis.

At Council on 09 September 2009 Members approved the decision of UECC on 29 July 2009 to include the pay arrangements for Full time and Part time Central Control Operators in the Council's Pay Agreement.

For operational reasons, a number of employees now provide relief cover for this service. This has introduced a third category of Central Control Operators which the pay agreement does not cover. Pending formal agreement this new group of workers have been paid the appropriate rate of pay for Central Control operators with the accrual of annual leave in accordance with paragraph 3.2.10.

The 34% enhancement paid to part time central control operators does not apply to relief workers because reliefs are not required to work regular unsocial hours, regular shift working or provide regularly cover.

To reflect current practice, it is proposed that the following paragraph is added to paragraph 3.2.12 of the Council's Pay Policy:-

"Relief Central Control Operators will receive Grade 7 for all hours worked and will accrue annual leave in accordance with paragraph 3.2.10 above."

Extracts from the existing pay agreement is attached at Appendix A for reference.

ISSUES FOR CONSIDERATION

The report section covers the issues for consideration.

Comments of the Director (**Delete from final version if no comments received**).

IMPLICATIONS

Financial :	None as the report reflects current practice.
Legal :	None
Human Resources :	Clarifies the Pay Agreement to avoid incorrect payments.

RECOMMENDATION(S)

1. That the following paragraph is added to paragraph 3.2.12 of the Council's Pay Agreement:-

"Relief Central Control Operators will receive Grade 7 for all hours worked and will accrue annual leave in accordance with paragraph 3.2.10 above."

ATTACHMENT: Y
FILE REFERENCE:
SOURCE DOCUMENT:

Extracts from the Pay Agreement paragraph are set out below.

3.2.10 Enhancements in lieu of annual leave (amended)

Casual workers are entitled to the equivalent of 28 days annual leave during each holiday year (including all bank holiday entitlements), calculated on a pro rata basis depending on the number of hours that actually worked.

Annual leave must be taken in line with the operational needs of the Council and agreed in advance with a supervisor. If any public holidays and/or 'fixed closure days' fall during the period of this engagement the casual worker may take annual leave on such days, with the agreement of their supervisor, from their accrued statutory leave entitlement. When the arrangement for casual work is terminated the casual worker will be paid for holidays accrued but not taken on a pro rata basis.

Part time employees who work additional hours over and above their contractual hours may accrue additional annual leave on a pro rata basis based on the Council's annual leave entitlement and the additional hours.

3.2.12 Central Control Operators

This group of employees have unique features of their job as follows:-

- 24 hour three shift rota
- Working 8 hour shifts with no opportunity to leave the workplace
- Annual leave and sick leave subject to 'partner' covering shift
- Handover period at end of shift
- Exempt from Working Time Regulations based on need for continuity of service
- Exempt from taking strike action based on being a critical life and limb service
- Other organisations as customers
- Contractual requirements with Derbyshire County Council Supporting People

No other group of employees have all of these unique features.

With effect from 1st October 2009 these employees will be paid an all inclusive salary on Grade 7 and none of the allowances outlined in paragraphs 3.2.2-3.2.11 will apply. **No backdating of this all inclusive salary will apply.**

Part time Central Control Operators will receive a 34% enhancement on all hours worked in recognition of regular unsocial hours shifts worked on a Saturday/Sunday/Bank Holiday. This allowance will be removed following three months continuous absence. When covering for full time central control operators absence, the 34% enhancement will not apply.