

# Employee Handbook

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<b>Date approved</b>	
<b>Date implemented</b>	
<b>Owner</b>	DK
<b>Review date</b>	Ongoing

# Employee Handbook

## Version control

Before contacting the Human resources department about the content of this policy, it is recommended that you refer to the latest version of the website and the relevant guidance. Like all website documents, the policy is subject to regular review due to legislative and policy changes. The latest versions of all HR documents can be found on the HR pages.

Version	Date approved	Approved by	Notes / changes
V2.1	01/09/15		Clarification of pensions, standby rates, car user allowance, removal of non NJC pay grades  Hyperlink table of contents
V2.2	20/04/16		Additional guidance on night work and incremental progression
V2.3	18/05/16		Amended NJC pay scale following pay award
V2.4	25/05/16		Amended additional payment rates following pay award
V2.5	09/06/16		Clarified description of disturbance allowance
V2.6	21/07/16		Amendment to Welsh Language policy
V2.7	24/03/17		Changes to additional payments  Clarification of incremental progression

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Version	Date approved	Approved by	Notes / changes
V2.8	29/03/17		Clarification of effects of TUPE on continuous service for returning employees
V2.9	29/03/17		Pay scales updated following pay award
V3.0	01/04/17		Reformatting Added Social Media Policy
V4.0	29/08/17		Reformatting Removal of Pay scale tables (these can be found on the intranet under Pay and Benefits) Added details on DCC Rewards Direct Amendments made as per new intranet pages Amended E-learning section with new guidance and system details
V4.1	22/03/18		Update Payroll number
V4.2	17/04/18		Pay award 2018
V4.3	04/05/18		Updated sleep-in rates

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Version	Date approved	Approved by	Notes / changes
V4.4	30/10/18		Amend sleep-in rates and include rates for SB7
V4.5	28/03/19		Amended additional payment rates following pay award
V4.6	08/05/19		Updated policies that have recently been agreed at Cabinet and general updates
V4.7	15/07/19		Inserted wording with regards to calculating overtime for managers
V4.8	01/11/19		Updated annual leave procedure  New – Trans Equality Policy & Procedure  Employee Assistance Programme
V4.9	26/03/20		New one to one meeting added and reference to performance appraisals taken out
V4.91	27/08/20		Amended additional payment rates following pay award
V4.92	05/11/20		Amended additional leave following pay award
V5.0	20/01/21		Tool allowance

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# Employee Handbook

## A Message from the Chief Executive, Judith Greenhalgh



Dear Colleague,

Welcome to Denbighshire County Council's Employee Handbook. I would like to wish you every success during your employment with us, whether you have recently joined our organisation or whether you have been with Denbighshire for some time.

This Employee Handbook is designed to introduce you to our organisation and to be of continuing use during your employment. The Handbook sets out the main terms and conditions of your employment, guidance on the high standards of conduct that are expected of you and some of the main employee benefits which may be available to you.

The Handbook is designed to give you an overview of important topics that relate to the council and your employment. It will also signpost you to other information which will provide greater detail of the topics covered within the Handbook.

The Handbook is an important document and it is essential that you read it thoroughly.

I hope that you will find it informative and helpful. If you require any additional information or have questions relating to the information contained within the Handbook please refer to your line manager or contact the relevant department.

From time to time it may be necessary to alter the contents of the Handbook, for example as a result of changes in legislation. The most up to date copy of the Employee Handbook can be found on the Denbighshire website under the employee tab.

The council recognises that our aims and objectives can only be achieved through the efforts of each and every one of you. Whether you deliver a service directly to the communities that we serve or you provide support to other employees who do, you have an important role to play in ensuring we achieve our aims.



# Employee Handbook

As an employee you are the council's most valued asset. The council's ambition is to be amongst the best Local Government organisations in the U.K. It is also our aim to make the council an 'Employer of Choice.' Your contribution, in striving for excellence, will support the council in achieving this, which can only benefit the council, its employees and the people of Denbighshire.

# **Employee Handbook**

## **The Handbook**

This handbook details terms and conditions of employment for employees of Denbighshire County Council and amends the 'Green Book' and local agreements.

For school support staff there may be specific arrangements and policies in place, please refer to your head teacher should you have any questions regarding the content of the Handbook.

This handbook contains lots of useful and important information, which you should read as soon as you can. For convenience, the handbook is kept on the Denbighshire website under the employee tab. This on line copy will be the most current version and a link to a PDF version will be available if you wish to print a hard copy. If you have a query, please ensure that you are referring to the latest copy.

## **Section One: Introducing Denbighshire County Council**

This section introduces the Aims, Values and Priorities of the council. In addition, you will find important information covering subjects such as Equality, Confidentiality and Code of Conduct.

## **Section Two: Lifestyle Choices & Benefits**

This section details some of the many benefits you will receive, or can apply for, during your employment with Denbighshire County Council. You should note that some of the benefits listed will only become available to you after a qualifying period of service. Visit the Pay & Benefits pages on the internet for more information.

## **Section Three: Your Career with Denbighshire County Council**

This section provides details of learning and development opportunities and other matters that may be relevant to you during your employment.

## **Section Four: Your Terms & Conditions of Employment**

This section is very important as it details the main elements of your terms and conditions of employment. The information in this section reflects your contract of employment and you must take the time to fully understand the content.

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## Section Five: Working Arrangements

This section details additional payments that you may be eligible to receive or claim for during the period of your employment. Some additional payments are job specific.

## Appendices & Glossary

This section holds information referred to within the text of the Handbook. Information is also available on the internet and Linc (Intranet) Your line manager will be able to guide you or show you where you can access the relevant information.

Within each section you will find relevant documents and internet pages listed which provide more detailed information on the topics covered in this handbook.

**Wherever this handbook mentions 'head of service' or 'manager', school support staff should substitute the word 'head teacher'.**

## Denbighshire Leisure Ltd. (DLL)

For the purposes of interpretation of roles and responsibilities please see below:

Denbighshire County Council	Denbighshire Leisure Ltd
Head of Service	Managing Director / Executive Team Member
Director	Company Board Director
Senior Management Team	Company Executive Team
Section 151 Officer	Company Accountant
Monitoring Officer	Company Secretary

# Employee Handbook

## Section One: Introducing Denbighshire County Council

### Denbighshire County Council's Priorities for 2017 - 2022

- Everyone is supported to live in homes that meet their needs
- Communities are connected and have access to goods and services locally, online or through good transport links
- The Council works with people and communities to build independence and resilience
- The environment is attractive and protected, supporting well-being and economic prosperity
- Younger people want to live and work here, and have the skills to do so

### Code of Conduct

The public expects, and is entitled to demand, the highest ethical standards of conduct of any local government employee.

As an employee of Denbighshire County Council you are required to behave in a way that means the public continue to trust the council.

The council has developed a Code of Conduct that is designed to provide guidance about what is expected from employees in their daily work and in their dealings with elected members, colleagues and members of the public. Also included in the Code is what you are, and are not, allowed to do with regard to the disclosure of information, acceptance of gifts and hospitality, political neutrality, relationships with contractors and suppliers and outside commitments.

As an employee of the council you should read the Code and ensure that you remain familiar with the content.

Relevant Document (Document Owner)

- Code of Conduct for Denbighshire Employees (HR)

# Employee Handbook

## Confidentiality

The contractual relationship between the council and its employees is founded on trust. The Public Disclosure Act 1988 details your statutory rights, however should you breach this trust by, for example, providing unauthorised disclosure to a third party of confidential information about matters connected to the services of the council, it is possible that you could be faced with disciplinary action.

As a result, this confidentiality requirement will apply throughout your employment with Denbighshire County Council and will include any notice period.

Where appropriate, you will also be required to sign a Confidentiality/Non-Disclosure Agreement on starting employment with the council.

## Continuous Service

In order to calculate your entitlements regarding Annual Leave, Occupational Sickness Scheme and Occupational Maternity Scheme any previous continuous service that you have with any other public authority (as detailed in the Redundancy Payments Modification Order (Local Government) 1983) will be included.

Where an NJC employee is transferred under TUPE from Denbighshire County Council (or any organisation within the Modification Order) to an organisation not covered by the Modification Order, and then later returns voluntarily to Denbighshire County Council within five years of the date of the original TUPE, with no breaks in employments, continuity of service for contractual purposes is preserved. This is only for the purposes of calculating annual leave, occupational sick pay, and occupational maternity pay. For all other purposes, continuous service is calculated from the date they returned to Denbighshire County Council. A break in employments is where a break of more than a week has passed.

If you return to local government service following a break for maternity reasons, or reasons concerned with caring for children or other dependents, you will be entitled to have previous service taken into account with respect of the sickness and maternity schemes. This is providing your break in service does not exceed eight years and you have not been in permanent paid full time employment during the intervening period.

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## Corporate Image

Your personal appearance makes an important contribution to the reputation and professionalism of the council. You should consider the client group and customers or stakeholders you have contact or work with when dressing for work to ensure that you promote safety and public confidence. Therefore, with the principle in mind of a professional image, consideration should be given to the following: -

- The length of skirts
- Avoiding transparent or very low cut tops/blouses or bare midriffs
- Avoiding slogans on t-shirts and clothing which are overbearing or may be considered offensive
- Appropriateness of jeans, ski pants, leggings, track suit bottoms, combat style trousers, and low-waist or unduly flared trousers
- Shorts should be smart and professional
- Footwear should be appropriate for work carried out

The council respects the right of employees to adhere to religious and cultural observances or adaptations necessary due to disability.

Personal protective clothing should be worn as provided to ensure compliance with Health and Safety Regulations and infection control policies.

Should you require further advice on what is acceptable please speak to your line manager.

## Customer Service

The council aims to deliver first class public services that meet the needs of customers, are accessible and of high quality. A guide 'Delivering excellent customer service, has been developed which details what customers can expect, and our Customer Service Standards measure how well we are achieving it.

Relevant Documents (Document owner)

- Delivering Excellent Customer Service, the Denbighshire Way (Communities and Customers)

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## Disciplinary Procedure

The council has a disciplinary procedure that explains how the disciplinary process will operate. The aim of the disciplinary procedure is to help you to achieve and maintain the expected standards of conduct and performance. You will be treated fairly and consistently throughout the process.

The policy also details who you should write to if you are not satisfied with any disciplinary decision made against you.

Relevant Documents (Document owner)

- Disciplinary Policy (HR)
- Investigation Framework (HR)

## Equality and Diversity

The council is committed to equality in both employment and service provision. The council recognises the diverse nature of the county and endeavours that you as an employee, clients and customers are treated with dignity and respect and that decisions that affect service provision or your employment are based on objective criteria.

The aim of the council is to ensure that all employees will be afforded equal opportunities and fair treatment in employment irrespective of any protected characteristic, which includes age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage or civil partnership.

As an employee of the council you are required to complete the mandatory e-learning module. Further details can be found within the handbook under E-learning.

You are expected to maintain the highest standards of behaviours when dealing with areas of diversity both inside and outside the council.

Relevant Documents (Document owner)

- Equality Plan (Business Improvement and Modernisation)
- Guide – E-learning Guidance (HR)

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## Trans Equality Policy and Procedure

This policy has been formulated to provide general guidance and policy advice to employees and managers about Trans and gender reassignment issues. The Policy informs on what gender reassignment/transition is, the relevant legislation, and how employees can be supported when transitioning to a gender different to that which they were assigned at birth.

## Grievance Procedure

The council strives towards being a fair and equitable employer who will resolve grievances as quickly and fairly as possible.

All employees are encouraged to communicate openly and any questions or concerns should be raised informally with your line manager in the first instance before you raise a formal grievance. Should the matter not be resolved you have the option of raising a formal grievance. This will require you to complete the necessary form and then forward it to your line manager.

A grievance procedure and collective grievance procedure have been developed that explains in greater detail how the process will operate.

Relevant Documents (Document owner)

- Grievance Procedure (HR)
- Collective Grievance Procedure (HR)
- Investigation Framework (HR)

## Health, Safety and Welfare

The council is committed to all aspects of your health, safety and welfare, including the conditions under which you work and the provision and maintenance of necessary protective clothing.

Where a risk assessment has identified that protective clothing and equipment is essential to complete specific tasks you will be provided with the necessary clothing and equipment.



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As detailed in the Health and Safety at Work Act (1974) you are personally responsible for your own health and safety and that of your colleagues and visitors. Therefore, as an employee you have a duty to take care of yourself and others affected by your activity at work and to cooperate with any actions that the council takes to ensure your health, safety and wellbeing.

You must also read and ensure that you understand the fire procedure for the area where you work.

Relevant Documents (Document owner)

- Corporate Health & Safety Policy (Corporate Health & Safety)

## Information Technology & Computer Security

The council has developed a policy framework that provides security procedures and guidelines that employees must follow. If you have access to any of the council's IT systems during your employment you must be aware of and follow the relevant guidelines and procedures.

The council will monitor the use of the Internet and email on a regular basis for specific purposes. Any such monitoring will be carried out whilst ensuring that the relevant codes of practice and legislation are complied with.

In addition, if in the course of your employment you have access to either electronic files or paper records you must be aware of the policies that have been developed that provide guidelines for you to follow in respect of the Freedom of Information Act (2000), the Records Management Policy and the Data Protection Policy.

Relevant Documents (Document owner)

- Information Security Policy (ICT)
- Internet, Email and Telephone Use and Monitoring Policy (ICT)
- Social Media Policy (HR)

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## Overpayments

If you are overpaid at any time during your employment, you must notify your line manager immediately so that this can be rectified. In accordance with Part II of the Employment Rights Act (1996) any salary/wage or monies paid to you in error will normally be recoverable by the council. Any overpayment will be recovered following consultation with you, taking all relevant circumstances into account.

## Safeguarding

Depending on the post that you hold, or have been recruited to, the offer of appointment may be subject to clearance being obtained under the Rehabilitation of Offenders Act 1974 (Exemption) Regulations 1986. If this is the case, you will be provided with a Disclosure & Barring Service (DBS) Application. Until your DBS disclosure has been received which confirms your suitability for employment you will not be able to have unsupervised access to vulnerable groups.

It is compulsory for you to advise the council of any change in circumstances in relation to investigations or criminal proceedings while in a post that is subject to a DBS disclosure. Failing to do so will be considered as a disciplinary matter.

Duty to refer - The council has a legal duty to refer someone to the Disclosure & Barring Service when two conditions have been met:

1. When the employee has been withdrawn from engaging in regulated activity - by any of the following reasons: Dismissed, Redeployed, Retired/Redundant or Resignation.
2. If the council thinks that the employee has either: engaged in relevant conduct or satisfied the harm test or received a caution for or been convicted for a relevant offence.

For further information about the Disclosure & Barring Service and/or the Duty to Refer please contact Human Resources.

Relevant Documents (Document owner)

- Disclosure and Barring Services Policy (HR)

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## Social Media

As an employee of Denbighshire County Council, you are permitted to access social media during your working day, however you must do this in your own time, during unpaid breaks or when you are clocked off.

Any communications that you make in a personal capacity through social media must not: breach confidentiality, do anything that could be considered as discriminatory, or considered as bullying, victimisation or harassment, bring the council into disrepute or breach copyright.

Relevant Documents (Document owner)

- Social Media Policy (HR)
- Information Security Policy (ICT)
- Internet, Email and Telephone Use and Monitoring Policy (ICT)

## Trade Unions

The council will provide the recognised trade unions with facilities that are necessary for them to carry out their functions, including paid leave of absence to attend meetings concerned with the work of the Joint National Council and provincial councils.

## Trade Union Membership

The council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations issues by discussion and agreement.

As an employee of Denbighshire County Council you have the right to join a recognised trade union. In addition, the council operates a system whereby, with your consent, trade union membership fees can be deducted from your pay.

Relevant Documents (Document owner)

- Time off and Facilities Agreement (HR)

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## Welsh Language Standards

Welsh Language Standards have replaced the previous Welsh Language Scheme adopted by Denbighshire. The Standards are being introduced across all public sector organisations in Wales, to ensure that the Welsh language is treated no less favourably than English.

The Standards lay out the kind of service that people can expect in their dealings with the council, through correspondence, events, meetings, promotional materials – it's all about being proactive in our approach and offering and promoting services through the medium of Welsh.

The council is also working to enhance the bilingual culture and ethos within the organisation – making the use of the Welsh language more commonplace in its work and in the Workplace.

Relevant Documents (Document owner)

- Welsh Language Standards (DCC)

# Employee Handbook

## Section Two: Lifestyle Choices and Benefits

Working for Denbighshire County Council provides you with more benefits than just your salary and statutory terms and conditions. Your complete employment package includes additional options which go beyond our legal obligations as an employer.

This enables you to better manage your work life balance and to make choices or take opportunities that may take you in different directions in your life.

### Active Workplace

Denbighshire County Council offers a variety of services and opportunities to its employees to encourage and promote an active workplace.

As an employee you receive a reduced Gym & Swim Membership. To find out more about our range of memberships and which programmes are available, please visit our website [www.denbighshireleisure.co.uk](http://www.denbighshireleisure.co.uk), alternatively call your local Leisure Centre. Staff at the centres will be happy to discuss the best membership for you.

In addition, you can take advantage of an early morning swim free of charge until 9am in Denbighshire's pools. Just take a pay slip or ID badge along with you.

### Adoption Leave

If you decide to adopt a child, you are entitled to a period of adoption leave up to maximum of 52 weeks. This is made up of 26 weeks ordinary adoption leave and 26 weeks additional adoption leave.

When a couple adopt, only one individual will qualify for adoption leave and pay. The other individual will be able to take Maternity Support Leave.

Relevant Documents (Document owner)

- Parental Leave Policy (HR)

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## Career Breaks

If the timing fits with the operations of the council, your line manager is able to agree for you to take an unpaid career break for a maximum of 12 months.

This can be used for long-term carer needs, voluntary work or undertaking education or training for example.

Relevant Documents (Document owner)

- Time off work policy (HR)

## DCC Rewards Direct

The exclusive DCC Rewards Direct programme gives you access to all of the savings and benefits that come from being an employee of Denbighshire County Council. Employees can register to start saving by visiting [www.dccrewardsdirect.co.uk](http://www.dccrewardsdirect.co.uk).

There are a great range of Lifestyle Savings available online or in the high street, nationwide and in your local area on your groceries, holidays, eating out, DIY, electrics, insurance, motoring and more. There are 1,000s of offers available which can save you £100s on your everyday shopping. Save using cashback, online discounts, telephone shopping and your Vectis Card for in-store discounts.

The council operates a scheme of Childcare vouchers to existing employees, but the scheme is no longer able to accept new entrants from the 6th April, 2018. However, you can check if you are eligible for Tax free childcare where the Government will pay £2 towards every £8 you pay your childcare provider via an online account. Please visit <http://www.gov.uk> for more information and search for 'Help paying for childcare'

Plus, don't forget to check out the information on your Benefits of Employment by clicking on the link <http://www.dccrewardsdirect.co.uk>. The benefits available offer you a wide range of support and can help to take care of your health and wellbeing and include:

- The opportunity to buy additional leave
- Cycle to Work scheme
- Competitive pension scheme

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- Medical cover schemes
- Car salary sacrifice scheme and car leasing scheme. Details of the car leasing scheme can be obtained by contacting Fleet Services on 01824 839243
- Range of work life balance policies.

## Elective Medical Procedures

The council recognises that you may choose to undergo elective medical procedures and committed to working to support you where possible during this process whilst also taking into account the needs of the council.

Elective medical procedures include IVF and cosmetic enhancements.

Relevant Documents (Document owner)

- Time off Work Policy (HR)
- Attendance at Work Procedure (HR)

## Emergency Leave

When there is an emergency of a personal or domestic nature, for example, a break in at home, a family member is ill or disruption to current childcare arrangements you will be granted reasonable time off **without pay** to deal with the situation.

Relevant Documents (Document owner)

- Time off Work Policy (HR)

## Employee Assistance Programme (EAP)

**Who are Care first?** With ever increasing pressures at work and home, there are times when we all need some extra support to balance the demands of everyday life. Care first are an independent, leading provider of professional employee support services. Care first employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues such as Wellbeing, family matters, relationships, debt management, workplace issues, and much more...

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**How do I use the service?** The service is free of charge for you to use and you don't need to ask your manager to use Care first, just call **0800 174319** and you can speak to a professional counsellor or information specialist in confidence. Care first is available 24 hours a day, 7 days a week, 365 days a year and is accessible by phone or online. The EAP can provide information booklets, articles, resource information on support services in your local area and even short term face-to-face counselling to help get you back on track.

The Care First Lifestyle website offers extensive resources including articles on health, issues at home, issues at work, management support tools, stress questionnaires and online counselling in real-time. To access go to <https://www.carefirst-lifestyle.co.uk/> The website will require a specific username and password, which can be accessed via the information on Linc under Occupational Health or ask your line manager or HR for the details.

EAP in your pocket app: available through app store for both android and iPhone. Search for **Thrive Mental Wellbeing** to install. You will require email address and a password of your choosing and the authority code which can be accessed via the information on Linc under Occupational Health or ask your line manager or HR for the code in order to sign into the APP.

**What do I use the service for?** Care first is designed to help you with a wide range of work, family and personal issues. From work-life balance to childcare information, relationships to workplace issues, health and well-being, let your EAP support you on the issues that affect all of us at some point in our lives

## Employee Volunteering

The council recognises that some employees wish for an opportunity to develop professional and personal skills whilst helping local people or improving the environment. By encouraging volunteer activities, we demonstrate that we value our employees, local groups and the community of Denbighshire. The Time off Work Policy allows the equivalent of five days paid time off per year to attend training and meetings with volunteering organisations in partnership with or within Denbighshire County Council.

Relevant Documents (Document owner)

- Time off Work Policy (HR)



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## Flexible Retirement

If you are over 55, you have the right to request to change the nature and intensity of your work; to receive accrued pension benefits whilst continuing in employment and building up further benefits in the scheme, enabling you to ease into retirement within 2 years of the beginning of the agreement.

The change may be: -

- A minimum of 20% reduction in your working hours
- Changes in your duties resulting in a 20% reduction in pay

It must meet the needs of the Service and approval of the change is at the discretion of the council. Although you have the right to request a change in your working hours or grade in order to facilitate flexible retirement there is no obligation on the council to grant it.

Relevant Documents (Document owner)

- Flexible Retirement Policy (HR)

## Flexible Working

Denbighshire County Council's corporate priority is to develop modern working practices which help managers and employees to do their jobs in the heart of the community. We know that work performance is better if employees are able to have flexibility in their working arrangements, enabling them to better meet business needs and to improve efficiency and effectiveness, it can also help with balancing work and life demands.

**Your work pattern must be agreed with your line manager.** You have the responsibility to discuss your normal attendance with your line manager. You also have a responsibility to consult with your colleagues and line manager to ensure there are adequate staffing levels. Actual working arrangements should consider the needs of the service and the line manager will be responsible for ensuring that there is adequate cover at all times. Some employees will therefore be asked to be in the office at certain times which may reduce their flexibility.

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If you have access to flexi time, there are no set times that you should attend work, providing you work a minimum of 4 ½ hours on each normal day, pro rata for part time employees. You can work in accordance with the opening hours of your place of work. No special arrangements will be made to open or close the building in order to allow employees to work longer.

Relevant Documents (Document owner)

- Flexible Working Policy and Procedure (HR)

## Give As You Earn

You can choose to give an amount of your pay on a monthly basis to any charity or charities you wish. We will deduct the amount you request from your gross pay (i.e. you do not pay tax and National Insurance on the amount). For further information regarding Give as You Earn, please contact the Payroll Department.

## Managing Carers' Needs

Denbighshire County Council recognises that you may have caring responsibilities outside of work that have a substantial impact on your life outside of work and is committed to working with you to help maintain a work life balance. The council can work with you to examine what adjustments can be made (either long term or short term) to your working patterns to facilitate the pressures you are facing.

Relevant Documents (Document owner)

- Managing Carers' Needs Policy (HR)

## Maternity

All employees regardless of service are entitled to ordinary maternity leave of up to 26 weeks which may be followed by up to 26 weeks additional maternity leave. The total maternity leave period is a maximum of 52 weeks.

Employees who have 26 weeks continuous local government service at the end of the 15th week before the expected week of confinement are entitled to the further 26 weeks

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additional maternity leave, giving them the option to take the total 52 weeks maternity leave.

Maternity leave may start at any time after the 11th week before the baby is due (expected week of confinement). You should notify the council at least 28 days before the absence begins or as soon as is reasonably practicable, that you are pregnant and the expected start date of your absence. This must be in writing and include a certificate from a registered medical practitioner or registered midwife stating the expected week of childbirth. The certificate is referred to as a MATB1.

If you are pregnant you will be granted paid time off to attend antenatal care providing you submit evidence of appointments if requested.

A Work Place Risk Assessment will be completed so that consideration will be given to any health and safety implications for pregnant or breast-feeding employees. This can be quite complex to understand. If you are in doubt about your entitlements, please contact Payroll.

To qualify for Statutory Maternity Pay (SMP) you must have been employed for at least 26 weeks prior to the 15th week before the baby is due. (i.e. 41 weeks prior to your expected week of confinement (EWC). Your average earnings in the 8 weeks up to and including your qualifying week must have been at least equal to the lower earnings limited for National Insurance contributions.

If you do not qualify for SMP you will be issued with an SMP1 form, as you may be able to claim Maternity Allowance (MA) from Job Centre Plus.

If you qualify for Occupational Maternity Pay (OMP) you must have been employed for at least 52 weeks prior to the 11th week before your baby is due (i.e. 63 weeks before your EWC).

If you qualify for either OMP or SMP you will receive, for the first 6 weeks, either 90% of your average earnings prior to the qualifying week or 90% of your contract pay if you qualify for OMP, whichever is the greater. For the next 12 weeks you will receive the standard rate of SMP plus, if you qualify for OMP, half of your salary. The exception is if your half pay plus SMP is greater than your normal week's pay, in which case your half pay will be reduced. For the next 21 weeks you will receive the standard rate of SMP only.

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If you do not return to work for at least three months after your maternity leave you will be required to repay any half pay OMP that you received. If you are unsure about your return you may request that this half pay is withheld at the beginning of your maternity pay.

The standard rate of SMP is set by the Government.

During your maternity leave you will have the option to attend work (for training or to carry out work) up to a maximum of 10 days, referred to as Keeping in Touch (KIT) days. You will be paid the equivalent of one full day's pay for each KIT day i.e. your SMP will continue to be paid for that day and will be topped up.

Relevant Documents (Document owner)

- Parental Policy (HR)

## Maternity Support

Maternity Support Leave will be granted to the child's father or the partner or nominated carer of the expectant mother at or around the time of the birth or adoption. A nominated carer is the person that will assist the mother in the care of the child and support the mother. Employees who qualify for both Maternity Support Leave and Paternity Leave will be entitled to one week's Maternity Support Leave at full pay and one week's Paternity Leave in accordance with the current rate of SMP.

Relevant Documents (Document owner)

- Parental Policy (HR)

## Medicash / Welsh Hospital Association

Welsh Hospitals Association (WHA) are a not for profit organisation which operates a range of low cost healthcare schemes to help its members with the everyday cost of staying healthy, e.g. dentist, optician, physiotherapist. You can agree to have a set amount deducted from your salary on a monthly basis which will provide cover for yourself or for you and your spouse or partner. WHA members can claim cash benefits for optical care, dental treatment, physiotherapy, osteopathy and maternity for example. In addition, there

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are cash benefits for each day spent in hospital as an inpatient or an outpatient and children under the age of 18 are covered by some of the benefits for no extra cost.

Should you be interested in WHA or require further information please contact the Payroll Department on 01824 706033.

## Occupational Health

Should you have any concerns about your health or welfare, then you have access to the Occupational Health Service. You can contact Occupational Health yourself to make an appointment or you can ask your line manager to do so on your behalf. If you are absent from work, then you may be referred to Occupational Health who can offer support and assistance in returning to work.

Visit the Occupational Health page on the intranet (Linc) for more information.

## Parental Leave

Parental leave Regulations specify that parental leave applies only for children born after 15th December 1999, the date the Regulations came into force. There is no entitlement for parental leave to be paid.

An employee who has completed one year's service and having or expecting to have parental responsibility for a child (including adopted child) up until the child's 18th birthday. Those with parental responsibility include parents, foster parents, adopters and guardians. Parental leave applies to each child. Therefore, if an employee has twins, they will be entitled to 36 weeks parental leave.

Relevant Documents (Document owner)

- Parental Policy (HR)

## Pension Scheme (LGPS)

Unless you let us know otherwise, you will automatically join the Local Government Pension Scheme. All members with more than 2 years' membership become entitled to pension benefits. The Local Government Pension Scheme is very secure as it is set out in law, some of the benefits are highlighted below: -

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- A secure pension for life
- **Tax-free cash** – you have the option to exchange part of your pension for some tax-free cash on your retirement.
- **Peace of mind** – immediate life cover and a pension for your husband, wife, civil partner or nominated co-habiting partner and children, in the event of your death and, if you ever become seriously ill, you could receive immediate ill-health benefits.
- **Early retirement** – you can choose to retire from age 55 and receive your benefits immediately, although they may be reduced for early payment.
- **Flexible retirement** – if you reduce your hours or move to a less senior position at or after age 55 you may be able to draw some or all of the benefits you have built up.

**Options to pay extra** – you can boost your pension by paying more contributions. You get tax relief on these, too. If you have any queries regarding your pension, please contact Clwyd Pensions on 01352 702872.

## Public Duties

If you are undertaking jury service, serving on public bodies or undertaking public duties you will be granted paid leave of absence. If you are able to claim for loss of earnings, then you should complete the necessary paperwork. When you receive the payment directly, a deduction will be made from your salary. This does not include leave for employees who are required to attend court as a witness for a case which is not relevant to Denbighshire County Council. In such cases your absence from work will have to be taken as annual leave, flexi or as unpaid leave.

Relevant Documents (document owner)

- Time off work policy (HR)

## Purchasing Additional Leave

Employees may request in advance to purchase up to 2 months additional leave (an equivalent of a maximum of 8 weeks of average contracted hours). Payment will be based on the employee's contracted salary at the time of the purchase and will be deducted

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monthly over the remaining leave year. Alternatively, you can opt to pay from one month's salary.

Relevant Documents (document owner)

- Time off work policy (HR)
- Annual leave guidance for managers and employees (HR)
- Purchasing additional annual leave form (attached to the guidance) (HR)

## Reserve forces, retained firefighters and special constables

If you are involved in any of the above, you will be granted paid leave of absence for mandatory annual training camp (up to a maximum of two weeks leave per year) on production of evidence of your attendance.

## Shared Parental Leave

Shared Parental Leave (SPL) enables eligible parents to choose how to share the care of their child/children during the first year of birth or adoption for those due to be born or placed for adoption on or after 5th April 2015. The purpose is to give parents more flexibility in considering how to best care for, and bond with their child.

Relevant Documents (Document owner)

- Parental Policy (HR)

## Time off for medical appointments & screenings

Employees on Flexi-time. If you are on Flexi-time you are able to attend medical and personal appointments during the normal working day subject to adequate office cover. You will be required to clock out, or record as an absence in the normal way, for such appointments and you will not be credited for this time.

If you are attending hospital appointments you will be required to clock out, or record as an absence in the normal way, for such appointments but will be credited for this time. Hospital appointments which are half a day or more will be classed as sick leave.

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If you are pregnant and attending antenatal appointments or if you are attending routine cancer screening you will be required to clock out if you are on the clocking system, or record as an absence in the normal way, for such appointments but will be credited for this time

**Employees not on Flexi-time.** You should endeavour to arrange routine medical appointments, including dental appointments, outside of normal working time. Where this is not possible, your line manager may grant reasonable time off with pay.

If you are attending hospital appointments you will be required to clock out, or record as an absence in the normal way, for such appointments but will be credited for this time. Hospital appointments which are half a day or more will be classed as sick leave.

If you are pregnant and attending antenatal appointments or if you are attending routine cancer screening you will be able to take the time off with pay.

## **Time off to give blood**

You will be allowed reasonable paid time off to give blood to the National Transfusion Service as long as the needs of the Service are met before your line manager agrees to the time off.



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## Section Three: Your career with Denbighshire County Council

This section provides details of learning and development opportunities and other matters that may be relevant to you during your employment.

### ESS – Employee Self Service

ESS is the self-service portal of the iTrent human resource software. Currently, the system can only be accessed via Denbighshire County Council computers. From ESS you can view or amend some of your personal details, current and previous positions in the council and view your absences. In- house training and development events can be booked via the system and you can also add your external qualifications and learning events.

### One to One Meetings

We know that our people are our most important asset, and you and your skills, experience and knowledge are at the heart of all we do and all that we achieve.

Therefore, we want to focus on you – to hear your thoughts, understand your needs and aspirations – and provide you with dedicated time and resources to focus on this.

One to One meetings will enable you to do this, and help you to take responsibility for your own engagement and development. Use this opportunity to explore what's important to you, and to have a conversation with your manager about what you need and how we can support you to achieve your goals.

### Exit Questionnaires / Interviews

If you transfer from one Service to another or leave the council altogether you will be asked to complete an Exit Questionnaire (online version). This can be completed during your notice period or after you have left your position. The purpose of the questionnaire will be to gather information which can then be used for a number of reasons e.g. remedy high turnover rates; monitor effectiveness of recruitment and selection policies; identify managerial problems etc. Employees are also able to request an Exit Interview with their line manager or HR representative if they so wish.

Relevant Documents (document owner)

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- Leavers and Exit Procedure (HR)

## Job Evaluation

To ensure that the council has a fair and transparent grading structure, all jobs subject to the National Joint Council conditions for Local Government are evaluated in accordance with the Greater London Provincial Council job evaluation scheme. The job evaluation scheme is based on 11 factors, a scoring system and weightings that are free from gender bias and discrimination.

New posts are submitted for evaluation and a job may also be submitted for reassessment if the duties or level of responsibility have significantly increased or changed. If you disagree with the outcome of an evaluation, then you have the right to appeal.

## Learning & Development

Denbighshire County Council recognises that its workforce is crucial to its success and so Learning and Development will provide a structured opportunity for employees to develop the skills and knowledge required to help the council achieve its objectives. It is the policy of Denbighshire County Council (DCC) to develop all of its employees, with complete equality of opportunity to meet their individual needs and the corporate aims of the council.

Identification of an individual's learning and development needs should take place at their one to one meeting and any corporate courses identified passed to the Learning & Development OD Specialist for sourcing the appropriate course or if available booked via ESS (Employee Self Service). All Corporate courses are advertised on the Internet, on the Employee Development pages and places can be booked via ESS (Employee Self Service). Where a course is shown as waiting, this means the course is in the planning stage but has not yet been scheduled.

If you are undertaking learning and development which is sponsored by the council, you are entitled to normal payment of earnings, all prescribed fees and any other expenses.

The Learning & Development Policy provides more detail regarding the provision of learning and development throughout your career with the council. Also a discussion with

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the Learning and Development OD Specialist in Human Resources can answer any questions you may have.

Relevant Documents (document owner)

- Learning and Development Policy (HR)

## E Learning

To support Learning & Development the council has an e-learning platform which is hosted by the NHS for all Welsh Local Authorities. The e-learning site can be accessed via both the Denbighshire website and the intranet (Linc).

To access the site, you will need a login and password which will give you access to a suite of e-learning modules to support your development. The site features a number of mandatory courses for all employees. New employees will be required to complete the mandatory modules within the first 6 months of employment. Completion of the modules will be monitored during the six-month probationary period. For existing employees, mandatory modules must be completed within 12 months of the module release. Please check the e-learning section on the Denbighshire website for further details, course titles available and guidance documents.

Relevant Documents (document owner)

- E-Learning Guidance (HR)
- Probationary Period Procedure (HR)

## Course fees

The Learning & Development Policy has more detail regarding payment of course fees. All Corporate Courses are covered by the Training budget and do not attract any cost to your individual service. Before granting leave of absence or financial assistance for study for the approved qualifications, the council may require a guarantee of service after completion of the training course, from the employee by signing a Learning Agreement Form.

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## Study Leave – Where it is a condition of the qualification

Subject to the requirements of departments and at their discretion:

Any prescribed time away from work for study, portfolio building etc., demanded by awarding bodies as an essential element of courses e.g. as a condition of qualification, will be met, subject to written proof of the requirements being supplied to the person's line manager.

## Study Leave – Where it is not a condition of the qualification

Any negotiable time away from work for study, portfolio building etc., will be met on a 50/50 basis

i.e. 50% the employee's time and 50% the council's time. This will also be subject to written proof of the requirements being supplied to the person's line manager.

Work based National Vocational Qualifications with no prescribed time away from work for study and/or portfolio building will be entitled to the following leave: -

### **National Vocational Qualifications Levels 1, 2 & 3 – One day**

### **National Vocational Qualifications Levels 4 & 5 – Two days**

The above leave is in addition to any time that you are required to attend events for training and assessment time.

Please note that there will be no leave entitlement granted to attend examination re-sits.

Relevant Documents (document owner)

- Learning and Development Policy (HR)
- Learning Agreement Form (HR Form)

## Professional fees

Professional fees will be reimbursed to you if:

- you represent a discipline not covered by the Head of Service,

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- e.g. Valuation Officer;
- you are required to represent the council in Court of Appeals etc., e.g. Planning Officers, Trading Standards Officer
- the membership of a professional body is a requirement of the post.

Confirmation of receipt of professional fee payment along with approval should be submitted via the Profession Fees Form (which can be found on the Denbighshire website) to the Payroll Department who will reimburse the professional fees.

When a course of study cannot be pursued without the membership of a professional body, membership fees will be paid for the normal duration of the course. Should you fail to qualify at the first attempt, payment of the membership fees to enable subsequent attempts will be at the discretion of the appropriate Head of Service based on individual circumstances.

Relevant Documents (document owner)

- Professional Fees Form (Payroll)
- Learning and Development Policy (HR)

## Leaving Denbighshire County Council

Period of notice to terminate employment. Both the employer and employee are normally entitled to a minimum period of notice of termination of employment.

During the probationary period the notice period will be the one week. Following successful completion of the probationary period, the following will apply:

The minimum period of notice to terminate employment given by an employee shall be as follows:

During probationary period	1 week
Up to Salary Grade 8	1 month
Grade 9 to Grade 11	2 months

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During probationary period	1 week
Grade 12 to Grade 14	3 months

In addition, where there is a recognised skills shortage, the notice period for such posts will be a minimum of two months. Any employee in receipt of a market supplement will be subject to a minimum of two months' notice.

Where the employment is terminated by the council, the employee will be entitled to a minimum notice period as follows or their contractual notice, whichever is greatest: -

Up to 4 years continuous service	1 month
5 years continuous service	5 weeks
6 years continuous service	6 weeks
7 years continuous service	7 weeks
8 years continuous service	8 weeks
9 years continuous service	9 weeks
10 years continuous service	10 weeks
11 years continuous service	11 weeks
12 years continuous service	12 weeks

Dismissal as a result of gross misconduct will normally be without notice or payment in lieu of notice. On termination of your employment you must return all council property immediately. This includes any ID cards, keys, computer or other equipment that are in your possession which belongs to the council.

Relevant Documents (document owner)

- Leavers and Exit Procedure (HR)

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## Politically restricted posts

Some employees will be appointed to posts that are subject to the political restrictions set out in the Local Government and Housing Act 1989. This is because local government officers must be seen to observe a policy of political neutrality.

Positions that are deemed to be politically restricted prevent the employee from being involved in any political activities in or outside of employment. This includes being a Member of Parliament, European Parliament, or a council; canvassing on behalf of a political party; speaking in public or publishing any written work on political party matters and act as an election agent for any candidate at any election of a local authority, Parliament, Assembly or European Parliament.

If your post is politically restricted it will be detailed in your contract of employment.

## Probationary period

New employees of Denbighshire County Council are automatically subject to a six-month probationary period. Your manager will assess you after three and five months in service. These assessments will be against the criteria set out in the Probationary Period Assessment Form.

At the end of the six months' probationary period, if you have completed all mandatory e-learning modules, you will receive formal notification that you have successfully completed the probationary period. If you have not successfully completed the probationary period, you will be notified appropriately and your employment will not continue.

Relevant Documents (document owner)

- Probationary Period Procedure (HR)

## Time off for job interviews

If you are invited to a job interview within Denbighshire County Council or any other council, reasonable time off with pay may be granted by your line manager to attend the interview.

Relevant Documents (document owner)

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- Job Evaluation Maintenance Process (HR)
- Job Evaluation Appeals Process (HR)
- Learning & Development Policy (HR)
- Probationary Period Procedure (HR)



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## Section Four: Your terms & conditions of employment

The information contained in the terms and conditions section of this handbook forms part of your contract of employment. As such, they may be subject to amendment from time to time following negotiation with the recognised trade unions. The council reserves the right to make reasonable alterations of these conditions of employment.

It is important that you fully understand the content of this section. Please read carefully the detailed terms in conjunction with your individual contract of employment. If you are unclear about anything, please speak to your line manager.

### Annual Leave Entitlement

Annual leave and bank holiday entitlement will be calculated at the start of every leave year and will be recalculated each time a change in contractual hours occurs. All employees will receive their entitlement in hours and minutes. Your manager will inform you of your annual leave and bank holiday entitlements.

As an employee of the council your minimum paid leave entitlement for a full year is 22 days (162 hours 48 minutes) pro rata to your average contracted hours. Further leave entitlement will be granted as detailed in the table below. Entitlements shown are at full time rates (i.e. 37 contracted hours per week).

	Days	Hours
Basic	22	162 hours 48 minutes
Extra Statutory Holidays	+3	+22 hours 12 minutes
Extra after 5 years continuous service	+3	+22 hours 12 minutes
Extra after 10 years continuous service	+1	+7 hours 24 minutes
Extra after 15 years continuous service	+1	+7 hours 24 minutes
Extra after 20 years continuous service	+1	+7 hours 24 minutes
Total maximum entitlement	31	229 hours 24 minutes

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The maximum full time equivalent entitlements according to length of service are detailed below. Human Resources will establish exact entitlements according to length of continuous local government service.

	Days	Hours
Less than 4 years continuous service	25	185 hours 00 minutes
Between 4 and 5 years continuous service	25 to 27	185 hours 00 minutes to 199 hours 48 minutes
5 years continuous service	28	207 hours 12 minutes
10 years continuous service	29	214 hours 36 minutes
15 years continuous service	30	222 hours
20 years continuous service	31	229 hours 24 minutes

## Carry Over

You will be allowed to carry over an equivalent of two weeks of average contracted hours from one leave year to the next, to be taken anytime during the following leave year, subject to the normal authorisation and notice requirements for taking leave. This equates to 74 hours pro rata to contract hours.

You will not receive payment for any outstanding leave in excess of 74 hours pro rata at the end of the leave year.

## Extra Statutory Leave

As detailed in the table above, you are entitled to 3 extra statutory days (22 hours 12 minutes pro rata to your average contracted hours) in addition to the normal leave entitlement. In appropriate circumstances the council will determine, in consultation with the recognised trade unions, when extra statutory days are to be taken.

For calculation purposes, entitlement and statutory leave should be combined into one figure.

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## Leave Year

The leave year for all employees coincides with the first day of their birth month.

The annual entitlement of employees leaving or joining the council will be calculated proportionately to their completed service during the leave year.

Relevant Documents (document owner)

- Time off work policy (HR)
- Annual leave guidance for managers & employees (HR)
- Holiday planner (attached to the annual leave guidance document) (HR)

## Bank Holiday / Public Holiday Leave

Irrespective of your length of service you will be entitled to a holiday with a normal days pay for each statutory, general and public holiday. If you are part time you will be entitled to the bank holiday pro rata to your hours of work.

There are normally 8 recognised bank holidays in Wales, detailed below. The number of bank holidays falling within a leave year may vary according to the start of the leave year.

New Year's Day	Late May Bank Holiday
Good Friday	August Bank Holiday
Easter Monday	Christmas Day
Early May Bank Holiday	Boxing Day

Any additional public holidays set nationally will be recognised by the council and will be treated as a normal bank holiday.

Employees who are required to work on a public holiday or extra statutory holiday will, in addition to the normal pay for that day, be paid at their normal hourly rate for all hours worked within your normal working hours for that day. In addition, at a later date, time off with pay will be allowed. Relief Workers who are requested to work a Bank Holiday will be paid at their normal hourly rate only.

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If you are required to work an agreed shift pattern that provides cover 24 hours per day and seven days a week including the bank holidays you will not receive an additional payment. However, your holiday entitlement will be adjusted to include an equivalent amount of bank holidays.

Where Christmas Day, Boxing Day and New Year's Day fall on a Saturday and/or Sunday, the government will designate alternative days (normally a Monday or Tuesday), in substitution for the public holidays which have fallen on the weekend. If you are required to work over this period you will be paid, for up to a maximum of 3 public holidays, the normal pay for that day, and be paid at your normal hourly rate for all hours worked within your normal working hours for that day. In addition, at a later date, you will be allowed time off with pay.

## Annual Leave and Bank Holiday Entitlement Calculation

Human Resources will calculate your leave at the start of your leave year and whenever a change in contract or terms and conditions occurs. Your entitlement is established from your length of service, changes in contract hours and length of contract. You are responsible for informing your manager immediately if you believe that any of the above details are incorrect. Most of the details can be found in ESS (Employee Self Service).

Your manager will receive a monthly report confirming your leave and inform you of your entitlement. (For employees on the Vision Time clocking system, entitlement is updated by Human Resources.)

## Compassionate Leave

Compassionate leave will be given following the loss of a close family relative. A family member is defined as; husband, wife, partner, parents, parents in law (including partner's parents,) guardian, son or daughter, grandchild, grandparents, brothers and sisters, aunt or uncle.

A maximum of three days will be granted where the death is of a family member and the employee is personally involved in making the funeral arrangements. This includes time off to attend the funeral.

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If you are not directly involved in making the funeral arrangements you will be granted one day to attend the funeral with additional travel time, if appropriate.

Relevant Documents (document owner)

- Time off work policy (HR)
- Annual leave guidance for managers & employees (HR)

## Disability Leave

Disability leave enables you to adjust to changes caused by the development of a new disability, or to manage an existing disability. The leave is agreed in advance for a fixed period of time and is used for the purposes of rehabilitation, treatment and assessment. Further information is available in the Time off Work Policy.

Disability leave is also suitable for absences of a short period of time that are needed on a regular basis such as for cancer treatments. Disability leave should be agreed on a discretionary basis by your manager who will seek guidance from Occupational Health. During these periods of leave you will remain on full pay and the absence will not be recorded as sick leave.

Relevant Documents (document owner)

- Time off work policy (HR)
- Annual leave guidance for managers & employees (HR)

## Hours of Working

The standard working week for a full time employee is 37 hours per week. The working week of individual employees may vary from the standard 37 hours provided that the individual's average working hours over a predetermined period does not exceed the standard working week over the same period.

The pattern of work will depend on the needs of the service and can be flexible, annualised, set hours or on a rota basis.

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Variations to the established working week or pattern of work will be reasonable and subject to adequate notice. Any significant changes will be the subject of further consultation with the recognised trade unions. The pattern of any revised working arrangements and remuneration adopted by the council will be clearly relevant to the continuous improvement of council services.

Your working arrangements will comply with the relevant Health and Safety legislation, including the European Working Time Directive and its associated UK legislation.

## Method & Basis of Payment

You will be paid on a monthly basis directly to a nominated bank account. The normal pay date is on or around the 18th of each month your salary will be paid on a two weeks in arrears and two weeks in advance basis (unless you are a Relief Worker when you will be paid a full month in arrears).

Depending on your job role, you may be paid on or around the 28th of each month. At the time of your appointment, you will be informed which pay date is applicable to you.

## Pay & Grading Structure

The pay and grading structure developed by the council is designed to make sure everyone employed by the council is recognised and rewarded for the contribution they make. The full details of the pay and grading structure can be found on the Denbighshire internet.

Please note that your salary may be subject to National Pay Awards.

## Incremental Progression

Subject to satisfactory service your salary will increase by annual increments up to the maximum of the grade applicable to your job as follows: -

Incremental progression will take place in either April or October, with the first incremental increase being effective after a minimum of 12 months and a maximum of 18 months after commencement in role, dependent on the commencement date. Increments thereafter will be paid annually in either April or October.

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Date of commencement	Increment due
2nd April to 1st October	1st October the following year
2nd October to 1st April	1st April the following year

If you are appointed, through a recruitment process, to a post within your existing grade or a higher grade then, if available, you will be paid a salary which is at least one spinal column in excess of the salary you would have received on the date of the appointment or promotion. If through choice, through a recruitment process, you are appointed to a lower graded post than your current position, you will be awarded the top spinal column point of the lower grade if the post is of a similar nature, you are able to demonstrate that you already possess the required knowledge and experience. If, however, that position requires a different skill set and experience, the manager has the discretion to determine which spinal column point you will start at.

If on the re-evaluation of your post based on increased duties and responsibilities, there is no change to your grade then your salary will remain the same. If you are job matched as part of a restructure, your salary will remain the same and normal incremental progression will apply

Relief Workers will be paid in accordance with the first spinal column point of the appropriate grade. Due to the nature of relief work and the absence of regular hours and/or pattern of work there will be no incremental progression payable.

An increment may be withheld for poor performance but only following an investigation according to the Capability Procedure.

Please note it is not possible to accelerate an employee through the increments within their evaluation grade. As stated above increments are received following the employee meeting the required service.

## **Relevant Document (document owner)**

- Capability Procedure (HR)
- Recruitment and Selection Policy (HR)

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## Pay Protection

Pay protection applies if an employee is subject to a financial detriment due to a change in their substantive role. In such cases the council will grant pay protection to cover the difference between the new grade and the actual pay received by the employee on the date immediately prior to the date the change took place. Pay protection will continue for 3 years or the equivalent of your length of service, whichever is less.

However, if you accept suitable alternative employment to a lower graded post you will not be granted pay protection as you accept the post on the terms and conditions offered and the evaluated grade for the post.

If you transfer to a job role that no longer requires you to undertake activities which attract additional allowances, then no pay protection will be given to the employee to cover the reduction in pay.

Appropriate notice will be given for any changes in grade or allowances received.

## Shift Allowances

If you are required to take part in a fixed and predetermined shift rota that covers 24 hours per day including bank holidays, then you will be entitled to a shift allowance in addition to your basic salary.

Each shift allowance will be calculated using a consistent calculation and will be determined by the percentage of hours worked outside normal working hours. The resulting allowance will be paid as a percentage of basic salary for that post.

The Shift Allowance payment for a given job will be calculated based on the likely average attendance pattern over a full year, as follows: -

- The complete year's attendance will be broken down into subtotals of work hours, for each category of work (e.g. plain time work, night-time work, bank holidays, etc.).
- Each of these subtotals (of work hours) will then be factored by the appropriate enhancement rate, applicable under the standard terms and conditions specified elsewhere in this agreement.



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- The sum of all of the factored elements will then be divided by the total annual work hours, to produce an overall add-on percentage Shift Allowance for the job.

## Attendance Management

The council expects good attendance from all its employees and values your health and welfare; it is also recognised that there may be times when you will not be well enough to attend work. Should you be absent from work due to sickness a comprehensive support package has been developed that includes access to occupational health services and return to work programmes. In summary your main responsibilities are: -

- To come to work unless you are not well enough to do so
- If you cannot attend work you must notify your line manager as soon as possible, and always no more than one hour after you were due to start work
- If you are absent from work for eight days or more (including Saturdays and Sundays) you will have to provide a Doctor's 'Fit for Work' statement.

The details of the complete approach to managing absence developed by the council can be found in the Attendance at Work Procedure.

Relevant Documents (document owner)

- Attendance at Work Procedure (HR)

## Attendance management scheme

As a local government employee you will receive the added benefit of the Sickness Scheme which is designed to supplement the Statutory Sick pay and Employment & Support Allowance.

Your sickness absence will be dealt with separately from any absence due to industrial disease, accident or assault arising out of, or in the course of, your employment with the council. Periods of absence in respect of one will not be off set against the other for the purpose of calculating entitlements under the scheme.

Your entitlement to sick pay is detailed in the table below:-

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Service Length	Sick Pay Allowance
During the 1st year of service	1 months full pay and after completing 4 months service 2 months half pay
During 2nd year of service	2 months full pay and 2 months half pay
During 3rd year of service	4 months full pay and 4 months half pay
During 4th and 5th years of service	5 months full pay and 5 months half pay
After 5 years' service	6 months full pay and 6 months half pay

The period during which you would receive sick pay, and the rate of sick pay, will be calculated by deducting from your entitlement on the first day of absence the cumulative number of periods of paid absence during the 12 months immediately preceding the first day of absence.

During full pay periods, if your rate of pay is higher than the current level of Statutory Sick Pay and Employment & Support Allowance you will be paid the difference between the current rate of Statutory Sick Pay or Employment & Support Allowance and your basic rate of pay.

If you do not qualify for Statutory Sick Pay you will be sent an SSP1 Form to complete and then you will be entitled to claim Employment & Support Allowance from Job Centre Plus. You will receive full pay less any Employment & Support Allowance you receive.

During half pay periods, your sick pay will be an amount equal to half your normal earnings plus Statutory Sick Pay providing the calculated total does not exceed your normal salary earnings. If your Statutory Sick Pay has expired you will receive half pay and claim Employment & Support Allowance from Job Centre Plus.

Normal pay includes all earnings that would be paid to you during a period of normal working, but excluding any payments that are not made on a regular basis.

If you are employed in more than one post within the council, and you are off sick from one post but not all posts, you will be paid full sick pay for the post that you are off sick from.

Statutory Sick payments that will be taken into account for the calculation of your occupational sick pay are those that you are entitled to on the basis that you have satisfied the following criteria, as far as possible:-

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- That you reported your absence in line with the guidelines
- The obligation to declare any entitlements to benefits and any subsequent changes in circumstances affecting your entitlement

If you are prevented from attending work because of contact with an infectious disease you will be entitled to your normal pay.

The period of absence on this account will not be reckoned against your entitlement under the scheme.

Sick Pay may be suspended if it is deemed that you had abused the scheme or failed to provide fit notes. You will be notified in writing detailing the grounds for the suspension and you will have the right of appeal.

You will not be entitled to claim sick pay under the scheme unless:-

- You have notified the relevant person within the agreed time limits
- You have made further notification as required
- You have submitted a fit note from a doctor not later than the 8th calendar day of absence
- You have submitted subsequent fit notes from a doctor as necessary

If you are absent from work for a period exceeding 7 days you will need to obtain a statement from your doctor (Fit Note).

If necessary you may have to attend a medical examination by a medical practitioner nominated by the council. Any costs associated with the examination will be paid by the council.

Should you be charged for providing a statement from a doctor you will be reimbursed providing that you submit a receipt.

Should you become sick whilst on annual leave you will receive sick pay from the date of a doctor's statement.

Relevant Document (document owner)

# Employee Handbook

- Attendance at Work Procedure (HR)

## Standby

It may be necessary for some employees to respond to a variety of service requirements outside their normal office hours at relatively short notice. In order to facilitate this, standby rotas have been developed in some areas of the council.

There are 4 categories of standby, as detailed below, some of which may result in a standby allowance being paid to you if you are required to take part in a formal standby rota. The details of standby allowances can be found on the Pay & Benefits page of the intranet.

Standby 1	Listed
Standby 2	Contactable
Standby 3	On Standby
Standby 4	Standby with actions
Standby 7	Winter Maintenance - payment dependant on session

The payment applicable to each Standby category will include a minimum of 30 minutes working time and will only be paid for the days or weeks when the duty is required to be performed.

## Call Out (SB5)

You will be considered to have been 'called out' if you are called upon to return to work to undertake any work either during a period of standby or not. If you participate in a standby rota, in addition to the standby allowances detailed above you will receive pay for a minimum period of two hours.

If you have returned home from one call out and you receive a subsequent call after the expiry of the two hour period this will be deemed to be a new call out and you will receive another minimum payment of 2 hours.

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If however you experience multiple call outs in one period of standby you will not receive a payment higher than you would have had if you had worked continuously for the same period of time.

## **Sleeping-in Allowances (SB6)**

Depending on your job role you may be required to sleep-in at clients' homes or work establishments in order to be immediately on hand should a situation arise that requires your attention.

The payment for sleep-ins will be in accordance with National Minimum Wage. A standard sleep in session is 8 hours but should you work more or less than this, your pay will be adjusted according to the hours worked.

## **Standby, Call Out & Sleeping - in Arrangements**

Each service department will determine for you what, if any, the contractual status of standby, on call and sleeping-in arrangements will be for your role. The Categories are given below:-

### **Mutually Binding**

Where an employee is contracted to provide set amounts of standby provision, and the council is contracted to (always) provide payment for these standby duties. This will be paid in full when off sick or on leave.

### **Mutually Voluntary**

Where the council can seek volunteers for standby duty, and employees are permitted to volunteer their services. This will not be paid when off sick or on leave.

Either party can withdraw from the arrangement by giving reasonable notice. However, volunteers will normally offer their services for prescribed 'tours of duty', which they will then be expected to complete.

### **Unilaterally Binding**

Where an employee is contracted to participate in standby arrangements as/ when the employer requires them to do so i.e. under the general circumstances referred to in the

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appointment letter or contract of employment. This will be paid in full when off sick or on leave. Examples of where this might be used include; Areas where the council is obliged to provide statutory services outside their normal work hours, (e.g. highways workers who are required to standby for winter maintenance activities or social services employees who are required to standby in order to attend to clients' needs).

Relevant Documents (document owner)

- Standby, On Call & Sleeping In Arrangements (HR)

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## Section Five: Working arrangements

### Additional Hours Worked

If you work over and above your contracted working hours you will normally be reimbursed for the additional hours as appropriate.

Your line manager will determine the most appropriate means for reimbursing you. For employees on flexi time, additional hours can be accrued and taken off as leave at a later date. Time off in lieu is another way of reimbursing employees for hours worked over and above their contracted hours. Full details can be found in the Flexible Working Policy and Procedure or the Time off Work Policy.

Where it is not practical to take the time owing due to the requirements of the service then overtime payments will be payable.

### Additional Hours Worked — Over-Time Payments

If your basic pay is based on or below Grade 6 (scp 22 or below) and you are required to work additional hours beyond the 37 hour working week you will be entitled to receive enhancements for the hours worked at the rate of basic pay at time and a half.

If you are a part time employee, that is you are contracted to work less than 37 hours per week, then you will be entitled to these enhancements only at times and in circumstances in which full time employees would qualify. For the hours worked over and above your part time contracted hours and up to 37 hours in any one week you will be paid at your basic hourly rate.

If you are on or above Grade 7 (scp 22 to 25) and you work planned additional hours beyond your working week you will be entitled to either pay at your basic rate for the hours worked, flexi time or time off in lieu equivalent to the number of hours worked.

If you work any additional hours as described above, annual leave is accrued for all hours worked as overtime, including those over 37 hours per week. Managers should calculate the additional annual leave they are entitled to. Full details and the calculator can be found in the Annual Leave Guidance.

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## Night Work

Night time is defined as between 11pm and 6am and night work is when an employee works a minimum of 3 hours during this period.

If you work at night i.e. at least 3 hours between 11pm and 6am as part of your normal working week you will be entitled to receive an enhancement of time and one third for all hours worked between 8pm and 6am on that particular shift.

When you work at night as additional hours beyond 37 hours, then you will receive enhancements based on time and half if you are paid below SCP 25. If, however you are paid SCP 25 or above you will receive time and one third as above as you not entitled to time and a half.

## Saturday & Sunday Working

If you are required to work on Saturday and/or Sunday as part of your normal working week you will be paid at your basic hourly rate for the hours worked.

## Additional Payments

The following section details, in alphabetical order, extra allowances and payments that may be paid to you over and above your basic salary. In some circumstances the additional payment will relate to your role within the council.

## Adult Mental Health Practitioner (AMHP)

There is a legislative requirement for the council to provide AMHP cover between the hours of 9am and 5pm, Monday to Friday.

If you are required to take part in the rota to meet this legal requirement, an allowance will be paid. This allowance will be applicable in the following circumstances:-

- Where the AMHP responsibilities are not included in your career grade
- Where you have completed the applicable 60 days training and satisfied the course requirements
- Where you have provided a portfolio of evidence
- Where you have met the requirements of the North West AMHP consortium



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- Where you have formally been appointed by the council to fulfil this role.

Please refer to the Denbighshire website for the allowance amount.

## Building Manager / Site Coordinator / Floor Manager

In certain circumstances and at the discretion of the council a designated Building Manager, Site Coordinator or Floor Manager may be appointed to fulfil a specific role. If you are appointed into one of these roles you will receive an annual allowance the details of which are provided on the Pay & Benefits page of the intranet.

## Car Mileage Allowance

If you are required to use your car for the efficient performance of your duties you will receive an allowance for using your car on business. The allowance will be in line with HMRC rates.

## Disturbance Allowance

If your place of work is subject to a compulsory change you will be reimbursed for the additional costs that you incur. Where it is necessary for the council to move you from your contractual place of work on a permanent basis, any additional mileage incurred will be reimbursed. This will be paid at the car user allowance rate for mileage over 8500 miles per mile (as per appendix).

This will be paid for a four year period on a reducing scale as detailed below:-

Year 1	100% of mileage incurred paid
Year 2	75% of mileage incurred paid
Year 3	50% of mileage incurred paid
Year 4	25% of mileage incurred paid

The allowance will be calculated as the distance of return travel from your home to your new place of work less the distance of return travel from your home to your former place of work. If, during the repayment period;

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- you move house to a location closer to your new work location, the mileage incurred will be reduced accordingly. In addition, if you move to a location that is further from your new work location the expenses paid will not be increased to reflect the extra distance.
- your contractual work base is changed the additional mileage will be recalculated and the payment reduced or increased as appropriate. In these circumstances the payment period will not be extended.
- you successfully apply for a new position within the council (regardless of whether or not the new position is the same grade or not or at a different location) your entitlement to disturbance mileage will cease from the effective date of your new appointment.
- In the event of you facing redundancy and subsequently being redeployed into another post you will be entitled to this allowance. However, no allowance will be payable if you find employment outside of the redeployment process.
- If you use public transport to travel to and from work, the actual cost will be paid subject to the percentage reductions as outlined above.

## Subsistence Allowance

If you have to incur additional expenses in the course of your work on meals or overnight accommodation, you will be reimbursed approved expenses, subject to the appropriate evidence of expenditure being produced and providing that you were travelling outside of Denbighshire. Subsistence rates are detailed on the Denbighshire website.

Relevant Documents (document owner)

- Travel and Subsistence Policy (HR)

## Acting Up, Honoraria and Ex-Gratia Payments

There will be circumstances in which it is appropriate to pay individuals over and above their evaluated grade. The council will ensure that any additional payments are fair, consistent and transparent. In order to achieve this all additional payments will be justified, monitored and applied in appropriate circumstances.

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The full details of the circumstances where a temporary payment may apply and the levels of payment are detailed in the Acting Up, Honoraria and Ex-Gratia Payments Policy.

Relevant Documents (document owner)

- Acting Up, Honoraria and Ex-Gratia Payments Policy (HR)

## Exhumation Allowance

An exhumation allowance will be paid to you if you are required to conduct an exhumation. This allowance is payable per exhumation completed. Please refer to the Denbighshire website.

## Fire Warden Allowance

If you are designated as a recognised Fire Warden, you will be entitled to a Fire Warden Payment. In order to receive the payment you must be a trained fire warden for your building/ work area. The payment, which will be pro-rata for part time employees, will be paid as a monthly allowance via your salary. Please refer to the appendices in this document.

## First Aid Allowance

If you are designated as a recognised First Aider, you will be entitled to a First Aid payment. In order to receive the payment you must be the qualified 'First Aider' for your building/work area. The payment, which will be pro-rata for part time employees, will be paid as a monthly allowance via your salary. Please refer to the Denbighshire website.

## Get Outs — Theatre Allowance

A 'Get Out' allowance will be paid to the theatre's Stage and Electrical employees (and Wardrobe e if required) when the Theatre Management requires the dismantling and removal from the theatre and the loading on to vehicles of scenery, property, costumes, effect and electrical equipment after a Company's final performance of its scenery, properties, costumes, effects and electrical equipment.

The Get Out may be required at any time and on any day belonging to either a Visiting Management or a Resident Management for the purpose of playing another venue.

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The Get Out Allowance, as detailed on the Denbighshire website, will be paid to each employee for the first two hours (or part of) on each get out.

Any additional hours worked will be paid at an enhanced hourly rate per hour payable pro rata for every 30 minutes worked thereafter on the basis of actual hours worked. The current enhanced rate is detailed on the Denbighshire website.

## Market Supplements

Market Supplements are designed to support recruitment and retention of employees where there is objective evidence that the rate of pay offered directly results in an inability to recruit.

The decision to pay a market supplement will only be taken when all other non-pay relevant measures to successfully recruit and/or retain an employee have been reasonably explored. The extent to which various measures are explored depends entirely on each individual case.

The council has identified a number of indicators that may suggest that there is a severe recruitment and/or retention problem within a particular service. It is important to note that these are merely indicators; they do not mean that a post will attract a market supplement.

At the time of your appointment you will be informed if you are to receive a Market Supplement in addition to your salary. This allowance is reviewable on an annual basis.

Relevant Documents (document owner)

- Market Supplement Policy (HR)

## Tool Allowance

If you are employed in a role that is specific to a trade and/or craft then a tool allowance may be paid providing the tools are not provided by the council.

Please refer to the appendices and the Denbighshire website for details of the tool allowances that will be paid on a weekly basis.

# Employee Handbook

## Additional Payments & Allowances (to include Travel & subsistence)

Adult Mental Health Practitioners Allowance	£112.56 per calendar month
Building Manager	£1,125.64 a year
Casual Car Mileage Rate (TRAVEL)	£0.45p per mile under 10,000 miles £0.25 per mile over 10,000 miles
Motorcycles	£0.24p per mile
Bicycles	£0.20p per mile

Disturbance Allowance (All miles paid at £0.166p)	
Year 1	100% of additional mileage incurred
Year 2	75% of additional mileage incurred
Year 3	50% of additional mileage incurred
Year 4	25% of additional mileage incurred
Exhumation Allowance	£55.18 per exhumation
Fire Warden Payments	£167.37 a year
First Aid Payments	£167.37 a year
Floor Manager Allowance Floor Manager (Civic Buildings)	£337.70 a year £672.02 a year
Get Out - Theatre	£91.87 for the first 2 hours, then £44.56 per hour for any additional hours, paid on a pro rata basis for each 30 minutes worked

Overtime Payments	
Grade 6 and below & Full Time	Time & ½
Grade 6 and below & Part Time	Time for hours up to 37, then Time & ½ for hours over 37
Grade 7 & Full / Part Time	Time / Flexi / TOIL

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Overtime Payments	
Night Working	Time & 1/3 if criteria is met
Site Coordinator	£675.02 a year
Sleeping-In Rates	£69.76 per sleep in session (based on 8 hour sleep in session), as per National Living Wage of £8.72 per hour.
Stand-By Rates	SB2 – £11.24 per session
	SB3 – £22.51 per session
	SB4 – £28.14 per session
	SB7 – £16.04 per session (Mon-Fri) £24.05 per session (Weekends/BH)

Subsistence Rates	
Breakfast	£7.24
Lunch	£9.48
Evening Meal	£20.07
Hotel / B&B (Cities)	£144.88
Hotel / B&B	£111.45
Out of pocket	£5.57 per night
Parking	Actual Amount incurred
Internet access cost for work purposes	Up to £16.71
Friends and Family Allowance	£27.87 (taxable)

Tool Allowance	
Bricklayers	£3.64 per week
Builders	£3.64 per week
Carpenters	£7.16 per week
Electricians	£7.74 per week
Mechanical Fitters	£7.74 per week

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Tool Allowance	
Painters (overall allowances)	£3.54 per week
Plumbers	£8.02 per week

## Glossary of Terms

Acting up	Payment made to an employee who undertakes additional duties at a higher level than their current job grade.
Call Out	A requirement to attend work at short notice for a specific need.
Disturbance payment	Payment made to an employee whose job base is changed by the council.
Diversity	Refers to recognising and valuing differences between individuals and communities to create a positive and inclusive culture for the benefit of all employees and the people of Denbighshire.
Equality	Ensuring groups and individuals are treated fairly, equally and no less favourably whilst respecting their needs.
Expected week of confinement	The expected week of confinement refers to the expected week of childbirth.
Ex-Gratia Payments	Payment made to an employee in recognition of exceptional performance, over and above the normal duties of their post.
Exhumation	The act of removing the contents of a grave from the ground.
Flexible Working	A term used to describe a range of working arrangements, such as working from home, hot desking, mobile working.
Flexi-time	A term used for the flexibility in working hours for some employees working in Denbighshire County Council.
Honorarium Payment	Payment made to an employee who undertakes work over and above their normal duties.
Market Supplement	A temporary additional payment made to reflect the external market salary and conditions relating to a specific job.
Professional Fees	Fees paid by individuals to professional bodies for maintaining their professional or registered status – for example, Solicitors, Social Workers, Architects etc.
Stand by	A requirement to be ready and available for call out.

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Acting up	Payment made to an employee who undertakes additional duties at a higher level than their current job grade.
Subsistence Payment	Money paid to an employee travelling on the council business to cover the cost of travel, meals, accommodation and other associated expenses.
Values	The values detail the principles that guide our internal conduct as well as our relationships with external contacts of the council, including customers, councillors and partners.
Vision	The vision describes an image of Denbighshire County Council that we aspire to achieve.
Whistleblowing	If an employee suspects another employee of inappropriate behaviour there is a policy which will enable them to report it as necessary.

## Useful Numbers

Clwyd Pensions	01352 702872
Health & Safety	01824 708436
HR General Number	01824 706200
Occupational Health	01824 712523
Payroll Team	01824 706033
Tax Office	0845 3000627