

**A Collective Agreement between Epping Forest District
Council and Unison
Implementation of the Single Status Job Evaluation Scheme –
Fleet Operations – Craft Workers**

Introduction

This agreement sets out the Council's commitment to job evaluation as a way of ensuring equality in the ranking of jobs across the workforce, to harmonise conditions of service, and a common pay and grading structure.

- (i) The council will use the Local Government Single Status Job Evaluation Scheme as developed by the National Joint Council for Local Government Services. This scheme provides a fair and non-discriminatory way of assessing the relative value of jobs, and provides transparency in setting grades. It will be applied to all Craft Worker positions within the Fleet Operations Section of the Works Unit.
- (ii) This agreement also sets out the implementation arrangements for the new pay and grading structure for Craft workers, as agreed between the Council and its recognised trade unions. The new pay and grading structure applies to all Craft Workers within the Fleet Operations Section.
- (iii) As a result of the introduction of this agreement, all Craft Workers will transfer to 'Green Book' conditions i.e. those pertaining to the National Joint Council for Local Government Services other than where these conditions are amended or supplemented by Local EFDC conditions or this Collective Agreement. No parts of the 'Red' book conditions (i.e. those pertaining to the Joint Negotiating Committee for Local Authority Craft and Associated Employees) will apply.
- (iv) From the commencement of this agreement no member of the Craft Workforce employed within the Fleet Operations Section will have an entitlement to payments under the following schemes:
 - Daily Attendance Allowance
 - Workshop Foreman Differentials

Definitions

Within this agreement certain words/phrases have the following meaning:-

National Joint Council for Local Government Services - the negotiating body covering former APT&C Staff and former manual workers.

Craft Workers - employees within the purview of the Joint Negotiating Committee for Local Authority Craft and Associated Employees.

Salary - this is defined as an individual's Spinal Column Point and inner fringe allowance. For the purpose of this document salary excludes payments such as standby/callout or enhanced hourly rates.

Appendices

This collective agreement has the following appendices attached to it:

Appendix 1 Pay Structure

Appendix 2 Job Evaluation Implementation and Appeals Procedure

Appendix 3 The Council's Pay Protection Policy

These appendices form part of the collective agreement.

PART 1 – NEW PAY STRUCTURE

1.1 Pay Structure

The new pay structure will take effect on 1 April 2004 and will consist of the national (APT & C) salary spine and local spinal column points, consisting of 12 grades. The salary scale begins at national spinal column point 4 and ends at spinal column point 58. Points 4-49 consist of the national joint council pay spine. Points 50-58 are local spinal column points. All Fleet Operations Craft Workers will be placed on a grade within this pay spine. The pay structure is set out at Appendix 1.

1.2 Assimilation to the new pay structure

All Craft Workers will be assimilated on to a new grade/spinal column point within the pay structure as a result of job evaluation.

1.3 Arrangements for assimilation to the new pay structure as a result of job evaluation

The salary under the old pay structure of each individual will include the following, for the purpose of assimilation onto the new pay structure;

- (a) spot salary as at 1 April 2004

- (b) attendance bonus paid for the financial year 2004 – 05
- (c) supervisor plus payment (where paid)

The sum derived from (a) – (c) above will be deemed to be the 'workers total salary' and the assimilation will be determined with reference to this figure.

All staff within a specific benchmarked group will be assimilated to the spinal column point which closely matches the highest earner in that group according to the following principles;

- (a) assimilation will be within the evaluated grade of the post
- (b) where the top of the new salary grade is lower than the 'worker's total salary' the worker will be assimilated to the top scale point and pay protection will apply in accordance with the Council's pay protection agreement.
- (c) for assimilation purposes the provisions of para 1.5 (c) will not apply.

1.4 Incremental progression after assimilation - general provisions

Staff will receive an annual increment, subject to the maximum of the new grade not being exceeded and the provisions of 1.5 (c). Where staff are appointed to a new post with a higher salary maximum during the course of a year the following shall apply:

- (a) for appointments taking place between 1 April and 30 September, the next increment will be paid on the following 1 April, subject to the top of the grade not being exceeded, and the provisions of 1.5 (c);
- (b) for appointments taking place between 1 October and 31 March, the next increment will be paid six months after the date of appointment, and then subsequently on 1 April until the top of the grade is reached, subject to the provisions of 1.5 (c).

1.5 Increments due at a date other than 1 April – future specific provisions

Where staff are due an increment at a date other than 1 April (i.e. for appointments taking place between 1 October and 31 March) this will be paid at the due date, subject to the following:

- (a) the maximum of the new grade not being exceeded;

- (b) no increment will be payable if the individual is receiving pay protection with effect from 1 April 2005 as a result of the implementation of the new pay structure.
- (c) the top point of each grade (with the exception of new grade 1) in the new grading structure is not available by annual incremental progression. This SCP is reserved for staff within the grade that have completed 5 years continuous service with Epping Forest District Council. Incremental progression to the top point will take place on the fifth anniversary of joining the Council.

1.6 Pay protection arrangements

Staff whose salary is reduced as a result of job evaluation will be entitled to pay protection in accordance with the policy set out at Appendix 3. The pay protection arrangements (i.e. year 1 protection) will commence on 1 November 2005 (the date of notification) for all staff whose salary is reduced.

1.7 Appeals against an individual's notified grade

Appeals will be dealt with under the Job Evaluation Implementation and Appeals Procedure, attached at Appendix 3. Once an individual has exercised their right of appeal, there will be no further right of appeal within the Council. Regardless of the outcome, the date that an appeal takes place will not alter the date of implementation of the scheme for that individual (1 April 2004) or the date of notification for pay protection purposes (1 November 2005).

1.8 Arrangements for the determination of grades of posts in the future

Following the completion of the Job Evaluation implementation and appeals procedure, all new, restructured or substantially changed posts will have their grade determined with reference to the Council's Job Evaluation Maintenance policy. (See Appendix 2)

PART 2 – CONDITIONS OF SERVICE

The conditions of service set out below will be applicable to all Fleet Operations Craft Workers. The conditions of service set out in Part 2 of this agreement will apply from the date of notification 1 November 2005.

2.1 Bank Holidays

(a) Entitlement:

All Fleet Operations Craft Workers will receive paid bank holidays in addition to their annual leave entitlement. Part-time staff will receive an entitlement pro rata to their hours worked. All Fleet Operations Craft Workers will take their bank holidays on designated public holidays, where their working pattern permits this. If any Craft Workers are unable to do this due to changes in their working pattern, they will be compensated as set out below, or in accordance with the Authority's arrangements for part-time staff.

(b) Staff who may be required to work on bank holidays, where it is not part of their normal working pattern:

These staff will receive either double time plus TOIL or a triple time payment. The decision whether to offer double-time plus toil or triple time rests with the individual manager. This arrangement excludes staff participating in standby/callout arrangements, for whom separate arrangements apply.

2.2 Working Hours

The normal working week will be 36 hours plus 5 hours Contractual Overtime at plain time regardless of when worked. Therefore the actual working hours for all Fleet Operations Craft Workers will be as follows: -

Monday to Thursday	-	8.00 AM	to	5.15 PM
Friday	-	8.00 AM	to	5.00 PM
Saturday (When Worked)	-	8.00 AM	to	12 Noon
Lunch Period	-	1 Hour		

Total Working hours (including Saturday overtime) - 41

All mechanics employed within the section will, after a qualifying period, be submitted onto the Nominated Testers course and, upon successful completion of that course, will participate in the Saturday working roster for Mot testing. The qualifying period will be dependant upon the terms and conditions regarding Vehicle Testing imposed by the Vehicle & Operator Service Agency relevant at the time.

2.3 Additional Hours (Overtime)

(a) Entitlement:

This applies to all Fleet Operations Craft Workers.

(b) Payments:

All Fleet Operations Craft Workers who carry out overtime working in excess of the five hours contractual overtime will be paid at the rate of time and a half regardless of when worked.

2.4 Sickness Payments:

(a) Entitlement:

All Fleet Operations Craft Workers will receive standard “green book” entitlements.

2.5 Annual Leave

(a) Entitlement

All staff will receive the Council's agreed annual leave entitlements.