



**ORKNEY**  
ISLANDS COUNCIL

Orkney Islands Council  
Scottish Joint Council (SJC) Employees  
Conditions of Service

October 2024

[www.orkney.gov.uk](http://www.orkney.gov.uk)

# Contents

Our Values.....	3
1. Pay and Grade Structure.....	4
2. Pay Protection .....	4
3. Incremental Progression.....	5
4. Placement in Grades .....	5
5. Market Supplement .....	5
6. Retention Bonus .....	6
7. Employee Review and Development.....	7
8. Hours of Work .....	7
9. Working Week .....	7
10. Overtime .....	7
11. Mileage Allowances .....	8
12. Public Holidays .....	9
13. Annual Leave.....	10
14. Notice.....	11
14.1. Posts at Grades A – I.....	11
14.2. Posts at Grades J, K and L.....	11
14.3. Posts at Grade M and N .....	11
14.4. Casual/Relief Supply .....	12
15. Distant Islands Allowance .....	12
16. Unsocial Hours Payments.....	12
17. Standby Duty and Call Out .....	14
17.1. Payment for Standby Duty .....	14
17.2. Time of in Lieu (TOIL) for Standby on Public Holidays .....	14
17.3. Disturbance and call out payments for employees on standby.....	15
17.4. Payments for Call Out (employees who don't have contractual requirement to be on stand-by duty) .....	15
18. Sleep-in Arrangements .....	16
19. Acting Up Arrangements.....	16
20. Change of Work Location .....	17
21. Monthly Pay .....	17
22. Definition of a Day's Pay.....	17
Appendix 1 – SJC Grades (Hourly Rates).....	18
Appendix 2 – SJC Grades (Annual Salaries).....	18
Appendix 3 – SJC Grades (Job Evaluation Bands).....	21

# Our Values

<h2>Our Values</h2> 	<h3> <b>People:</b></h3> <p>We put our colleagues and our communities at the heart of everything we do</p>
<h3> <b>Unity:</b></h3> <p>We are one Council and achieve more when we support, encourage and value each other</p>	<h3> <b>Trust:</b></h3> <p>We trust, respect and empower each other and act with honesty and integrity</p>
<h3> <b>Ownership:</b></h3> <p>We take personal and shared responsibility, are transparent, and are accountable for our actions and our impact</p>	<h3> <b>Creativity:</b></h3> <p>We embrace innovative solutions with a drive to improve ways of working</p>

# 1. Pay and Grade Structure

The SJC grading structure will have up to 14 grades. All grade bands will have a maximum of 5 increments. The SJC grade structure is based on the national SJC Spinal Column of hourly rates (known as SCPs).

The SJC grade structure is shown in Appendix 1 as hourly rates and in Appendix 2 as annual salaries for ease of reference. The SJC grade bands and the job evaluation points to pay relationship are shown in Appendix 3.

In line with SJC national agreement the first point of the SJC pay grade, shall not be below the Scottish Local Government Living Wage.

## 2. Pay Protection

The Council offers pay protection on a cash conservation basis (fixed cash sum) in the following circumstances:

- As a result of redeployment as an alternative to redundancy.
- Where, as a result of job redesign/agreed organisational/service re-structure, through job evaluation the grade of the post reduces.

Pay protection will not apply in the following circumstances, where the employee will move to the top of the relevant grade and will be paid in line with the normal grade and conditions of service for the post:

- Where the reduction in pay is as a result of a lower level of contracted hours of work.
- Where the reduction in pay is as a result of a lower number of working weeks per year i.e., a term-time/part-year/seasonal post.
- Where the reduction in pay is a result of redeployment for medical/health reasons.
- Where the reduction in pay as a result of redeployment on the basis of performance related capability or as part of the Council Disciplinary processes.

Pay protection will be for either a period of 12 months or until such time as the FTE salary at the top of the new grade for the post equals or exceeds the FTE salary for an individual's current salary, based on the grade and spinal column point, whichever is the shortest.

Pay protection will include regular payments incorporated in salary including contractual overtime and fixed rate allowances including distant islands allowance and unsocial hours working allowances.

Payments or allowances related to non-regular payments including sleep in and standby are not part of pay protection arrangements.

### 3. Incremental Progression

Incremental progression through the grade, will normally happen as of 1 April each year and will be by one increment, until you reach the top of your grade or any progression bar.

Progression is subject to you having 6 months in the grade prior to 1 April. If you have less than six months service in the grade on 1 April, then your incremental progression will be from the day following the completion of 6 months service in the grade following appointment, promotion or regrading.

Where it is demonstrated, through formal process that the employee has not performed satisfactorily in relation to conduct or job performance, despite being given every opportunity and encouragement and after due process, so to do, incremental progression may be withheld.

### 4. Placement in Grades

On appointment to any post; it is normal practice that appointment will be to the first point of the grade. Higher placing in a grade on recruitment can be approved by a Corporate Director or Head of Service, where there is a clear, equitable justification for a higher placing.

Any higher placing must take account of any relevant progression, qualification bars on the grade. A higher placing in the grade cannot be beyond such bars unless the individual satisfied the relevant provisions of the bar.

Where an existing post, which is occupied is re-evaluated and as a result the grade increases, placing in the new, higher grade will be either:

- The first point of the new grade where the basis for the regrading is or largely due to new, or additional duties and responsibilities for the post, or
- The equivalent point on the new grade that the current employee is in their current grade, where the basis for the regrading is on the basis of inclusion of additional duties and responsibilities that the employee, has been undertaking on a permanent basis for a substantive period of time (normally a minimum of 12 months).

### 5. Market Supplement

Payment of a market supplement will be considered where labour market conditions make it difficult to attract suitable candidates for a specific post and there is a demonstrable recruitment problem with all reasonable methods to improve recruitment having been exhausted e.g., the vacancy must have been advertised at least twice via the Council's Recruitment Portal.

Equal pay legislation and other regulations require that there should be objective justification for payment of market supplements, as these mean that potentially two jobs of equal value could be paid differently.

A market supplement is applied to posts on a temporary basis for a period of three years; thereafter the rate of pay reverts to the substantive grade for the post. It is not possible to seek a further consecutive approval for the market supplement to effectively extend, as this will present a significant risk of an equal pay claim for the Council.

A supplement will be paid separately to basic salary, they are not considered as part of the hourly rate for overtime calculations, and they are not pensionable.

Where a market Supplement is agreed in relation to a specific post, it will be applied and be payable on the same terms and for the same duration for current post holders.

The amount of supplement paid will be determined by comparing the top of the range for the post to the external market, ensuring that this data is for a role that closely matches the post being considered. The supplement will not be more than one grade of the substantive grade for the post.

A market supplement can only be agreed in full consultation with the Head of Human Resources and Organisational Development. A change of establishment form should be completed reflecting the market supplement and signed off by either the Head of Service or Corporate Director.

## 6. Retention Bonus

Payment of retention bonus will be considered (normally as an alternative to a market supplement, however in exceptional circumstances with agreement of the Chief Executive this can be paid in addition to a market supplement) where the labour market conditions make it difficult to attract suitable candidates for a specific post and there is a demonstrable recruitment problem with all reasonable methods to improve recruitment having been exhausted e.g., the vacancy must have been advertised at least twice via the Council's Recruitment Portal.

Equal pay legislation and other regulations require that there should be objective justification for payment of market supplements, as these mean that potentially two jobs of equal value could be paid differently.

A retention bonus is applied to posts on a temporary basis for a period of 3 years; thereafter it will cease. It is not possible to seek a further consecutive approval for a retention bonus to be extended beyond three years in duration, as this will present a significant risk of an equal pay claim for the Council.

The bonus will be paid annually in the monthly salary payment following the anniversary date of commencement in the post.

A retention bonus will be paid separately to basic salary, they are not considered as part of the hourly rate for overtime calculations, and they are not pensionable.

Where a retention bonus is agreed in relation to a specific post, it relates only to new appointments to that post, and is not payable to other current post holders.

The maximum annual value of a retention bonus is £5,000 (although Services may opt to offer a lower value) on the basis of a full-time, full year working pattern and will be paid pro-rata for other working arrangements.

Should an individual leave prior to the anniversary date, the retention bonus will be paid pro-rata on the basis of the number of complete working weeks.

A retention bonus can only be agreed in full consultation with the Head of Human Resources and Organisational Development. A change of establishment form should be completed reflecting the market supplement and signed off by either the Head of Service, Corporate Director or Chief Executive.

## **7. Employee Review and Development**

The Council will operate Employee Review and Development procedures for all employees..

## **8. Hours of Work**

The Council has full-time equivalent working weeks of either 35 or 37 hours per week, dependant on the post of employment. Contracts of employment will confirm for each post whether their full-time equivalent working week is 35 or 37 hours.

Part-time, part-week or part-year working arrangements shall be pro-rata to the full-time equivalent working week relevant to each post.

Hours of work will be determined by the needs of the service.

## **9. Working Week**

The Standard Council working week is 37 hours. The Standard Working pattern will be Monday to Friday between the hours of 8am and 10pm.

Hours worked up to 37 in any one week (or averaged over a longer period where this has been agreed as a service delivery requirement) will be paid at plain time rates.

## **10. Overtime**

Work in excess of the Standard Working Week will be discouraged and in particular employees will not be required consistently to work overtime unless where sub-paragraph (iii) below applies. Part time workers shall not be entitled to any enhanced rate for overtime until their hours exceed 37 in any one week or reference period (see below).

Employees paid at Grade I (SJC SCP 59 and above) temporarily increased to Grade J (SJC SCP68 and above), shall be regarded as working on an all-inclusive basis and shall not be entitled to separate recognition for any overtime worked as pay or time off in lieu.

The point at which overtime payments would normally cease may be varied through local agreement.

In exceptional circumstances, by agreement of the Chief Executive, or other delegated Chief Official overtime payments can be authorised in exceptional circumstances for SJC employees considered to be working on an all-inclusive basis, on a time-limited basis.

The standard hours may be worked over any reference period e.g., one week, 148 hours over four weeks or annualised hours, with due regard for compliance with employment legislation such as the Working Time Regulations and wider social considerations such as the work life balance.

Where overtime is found to be unavoidable and previous approval has been given by a senior officer to whom this power has been delegated, payment shall be calculated on the following basis -

- (i) The hourly overtime rate of pay will be derived from an employee's spinal column hourly rate.
- (ii) Extra time of less than 15 minutes on any day shall not rank for overtime.
- (iii) Employees for whom it is a condition in their contract of employment that they shall work a fixed number of hours in addition to the standard 37-hour week shall be entitled to overtime payments for those hours. Contracted hours will be regarded as permanent and will be paid as salary and be used to calculate final salary for pension purposes.
- (iv) Employees for whom it is not a condition of their contract of employment that they work fixed hours longer than the standard 37 per week, and are required to work overtime, compensatory leave (Time Off In Lieu) (TOIL) on a straight time basis may be agreed with the individual as an alternative to payment.
- (v) Hours worked between 37 and up to and including 45 in any one week (or averaged as above) will be paid at the rate of time and one half.
- (vi) Hours worked beyond 45 in any one week (or averaged as above) will be paid at the rate of double time.
- (vii) Overtime worked on a general or public holiday will be paid at the rate of double time in complete recompense except where that work takes place on Christmas Day and New Year 's Day when they fall on 25th December and 1st January respectively. No other enhancements will be paid for work on a general or public holiday and where the Christmas and New Year's Day holidays are transferred to other days in the week.

## 11. Mileage Allowances

Mileage allowances for the use of personal cars on Council business will be based on the rates determined and amended from time to time by HM Revenue and Customs and will apply equally to all employees.



## 12. Public Holidays

Public Holidays will be based on 10 fixed days, Easter Monday, May Day, Dounby Show Day, Christmas Day, Boxing Day, New Year's Day and 2<sup>nd</sup> January with the remaining 3 days covering the Council Christmas Closure.

Employees will be entitled to any public holidays which occur in their period of employment, although for employees entering or leaving the service part way through the leave year the public holidays will be pro-rated over the complete leave year rather than being awarded as and when they fall.

**Part-time/part-year employees** will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted hours and/or working weeks.

**Shift Working employees** will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted hours and/or working weeks. This entitlement will normally be included with their annual leave entitlement.

**Annualised Hours employees** will be entitled to a pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted annualised hours. This entitlement will normally be included with their annual leave entitlement.

**Environmental Services** - the normal working pattern for waste services includes work on public holidays (with the exception Christmas Day, Boxing Day, New Year's Day and 2<sup>nd</sup> January).

There is an entitlement to pro-rata entitlement to the 10 public holidays on the basis of their pro-rata contracted working hours. This entitlement will normally be included with their annual leave entitlement and days deducted for any public holidays not worked out of Christmas Day, Boxing Day, New Year's Day and 2<sup>nd</sup> January.

**Employees commencing or finishing employment with the Council part way through the leave year** will be entitled to a pro-rata entitlement of the 10 days public holidays, calculated on the basis of the number of complete calendar weeks worked in that leave year.

The Council Annual Leave and Public Holiday Policy should be referred to for greater detail.

### **Payment for Public Holiday Working -**

Employees whose working pattern does not normally include public holiday working, work on any fixed Public Holiday will be paid at the rate of double time in complete recompense (no time off in lieu) or normal pay with a day off in lieu

The exception to this is Christmas Day, Boxing Day, New Years Day and 2<sup>nd</sup> January or their replacements days, working on these days will be paid at double time and will additionally attract a day off in lieu.

For all other public or general Council holidays time off in lieu for working shall be either:

- Where the time worked is up to 4 hours the TOIL will be 4 hours.
- Where the time worked is in excess of 4 hours the TOIL will be equal to the actual time worked subject to a minimum of 7 hours.

### **Payment for Public Holiday Working – place of work remains open and operational on a public holiday**

Employees whose working pattern normally includes public holiday working and are in receipt of unsocial hours allowances (i.e., their place of work remains open and operational on a public holiday) and the individual receives payment of an unsocial hour's allowance, there will be no separate recognition for contracted hours worked on public and general holidays except for hours worked on 25<sup>th</sup> December and 1<sup>st</sup> January (not the replacement days) which will attract double time.

## **13. Annual Leave**

The Council Annual Leave year for SJC employees is 1 April to 31 March.

The annual leave entitlement (encompassing 3 former floating public holiday days) will be between 24 - 29 days, dependent on length of continuous local government service at the start of the Council leave year, for all employees in accordance with the following table:-

<b>Continuous Local Government Service at start of leave year</b>	<b>Annual Leave (Days)</b>
Up to 1 year	24
1 year but less than 2	25
2 years but less than 3	26
3 years but less than 4	27
4 years but less than 5	28
5 years and over	29

The entitlements to annual leave and public holidays as expressed apply to five day working patterns. For alternative working patterns equivalent leave entitlements will be calculated pro rata.

Employees starting or leaving midway through leave year shall be entitled to a pro-rata amount of annual leave calculated on the basis of the number of complete weeks worked that leave year.

The Council Annual Leave and Public Holiday Policy should be referred to for greater detail.

## 14. Notice

### 14.1. Posts at Grades A – I

The normal notice period is a minimum of one month's written notice on your part.

You are entitled to receive one month's notice from the Council, increasing by one week for each completed year of service over four years, up to a maximum of twelve weeks.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where your contract subsequently extends to longer than six months your notice period will become the normal notice period as determined by your grade.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, in this instance four weeks increasing by one week for each completed year of service over eight years, up to a maximum of twelve weeks.

Where you are employed in a career/split grade post that covers grades with differing notice periods, your notice period will be determined by the grade you are paid at as of the date of notice being provided.

### 14.2. Posts at Grades J, K and L

The normal notice period is a minimum of eight weeks written notice on your part.

You are entitled to receive eight weeks' notice from the Council, increasing by one week for each completed year of service over eight years, up to a maximum of twelve weeks.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where your contract subsequently extends to longer than six months your notice period will become the normal notice period as determined by your grade.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, in this instance eight weeks increasing by one week for each completed year of service over eight years, up to a maximum of twelve weeks.

Where you are employed in a career/split grade post that covers grades with differing notice periods, your notice period will be determined by the grade you are paid at as of the date of notice being provided.

### 14.3. Posts at Grade M and N

The normal notice period is a minimum of twelve weeks written notice on your part.

You are entitled to receive twelve weeks' notice from the Council.

Where your contract is temporary for up to six months in duration, the normal notice period is a minimum of one week's written notice.

Where your contract subsequently extends to longer than six months your notice period will become the normal notice period for your grade in this instance twelve weeks.

You would also then be entitled to receive the normal notice period as determined by your grade from the Council, increasing by one week for each completed year of service over four years, up to a maximum of twelve weeks.

#### **14.4. Casual/Relief Supply**

There is no statutory requirement to provide notice of casual/relief/supply work arrangements ending.

The Council would ask that casual/relief/supply workers to advise their manager where you no longer wish to be on the list of workers available for casual/relief/supply work.

On an annual basis the Council will conduct a review of all casual/relief/supply workers and those that have not undertaken work within the last 12 months will normally be removed from the list of available casual/relief/supply workers.

### **15. Distant Islands Allowance**

Distant Islands Allowance is payable to all employee/workers of Orkney Islands Council.

To be eligible for payment of Distant Islands Allowance the employee must be physically based within the geographical boundaries of Orkney Islands Council.

The rate of Distant Islands Allowance is set by the Scottish Joint Council for Local Government Employees.

The current rate for Distant Islands Allowance (as of 1 October 2022) is £2,541.

Part-time, part-week/part-year working patterns will receive payment of Distant Islands Allowance on a pro-rata basis to the normal full-time, full year equivalent working week of their post.

Casual relief and supply workers will receive the pro-rata hourly rate equivalent of Distant Islands Allowance.

The maximum payment for any post in respect of Distant Islands Allowance in a year is the FTE rate.

### **16. Unsocial Hours Payments**

Unsocial hours are defined as those hours out with the Standard Working Pattern i.e., between 10 pm and 8 am Monday to Friday, all hours on Saturday and Sunday; night work is defined as those hours between 10pm and 8 am.

Where, through the need to provide a continuous public service, employees who are designated as 7-day workers (i.e., working any 5 days in the period Monday to Sunday) and who are required to work on a regular basis on the following patterns of work shall be paid for all hours worked as follows:

Allowance	Description	% Allowance
Shift Work	5/7 day working pattern, working predominantly between 8am and 10pm.	10% of basic salary
Shift Work incl. Nights	5/7 day working pattern, working on a 24-hour basis (working pattern includes regular night working)	15% of basic salary
Weekend Working	2 days working, hours are worked only at a weekend (Saturday and/or Sunday), predominantly between 8am and 10pm.	25% of basic salary
Night Working	7 days working, where predominantly hours are worked at night between hours of 10pm and 8am.	33% of basic salary

Any permanent work on patterns not described above will be treated on a pro rata basis.

Weekend Working and Night Working allowance, as above, will also be able to be claimed in the following situations:

- Part-time contracted employees, in receipt of Shift Work (10%) or Shift Work Nights (15%) allowance that work additional qualifying hours, over and above their contracted hours.
- Part-time contracted employees, not in receipt of Shift Work (10%) or Shift Work Nights (15%) allowance that work additional qualifying hours, over and above their contracted hours.
- Full-time contracted employees, for additional hours up to 37 hours in total per week.

Payment of only one unsocial hour's allowance can be made for any time worked.

Where shift work (10%) or shift work incl. nights (15%) is paid on all contractual hour's weekend or night working allowance are not payable in addition on contracted hours.

Where weekend, night work is undertaken, the higher night working allowance is payable in complete recompense.

Where premium rates of over time are paid (time and a half or double time) on hours, shift allowance payments are not payable in addition to this.

For all employees working these patterns there will be no separate recognition of public and general holidays except for 25th December, Christmas Day and 1st January, New Year's Day - the days will be added to the annual holiday entitlement and taken by mutual arrangement. Work on Christmas and New Year's days will attract double time and a day off in lieu.

Unsocial hours payments are automatically increased in line with the nationally agreed SJC % pay increase.

## 17. Standby Duty and Call Out

The nature of the post of certain employees makes it necessary for them to be prepared to carry out standby duties. Such employees will therefore be contractually required to undertake standby duty on a roster if so requested by the authority and to carry out emergency work as and when the need arises.

Those employees who receive a standby allowance will have it written into their contract that they will have specific responsibilities when being called in. Other employees, who may be on a "call out roster will only be contacted if necessary. If they are unable to come in for any reason, then another employee will be contacted. There is not a contractual obligation for an employee on a call out to come in. The concept of "on call" will be shared amongst all employees in the work group and not just those who have contractual standby responsibilities.

Standby employees are under an obligation outside their normal working hours (including Saturdays, Sundays and Public Holidays) to remain on call and to be available to be consulted and if necessary to be called out for emergency duty.

Employees who contractually must undertake standby duty, will be entitled to payment in accordance with paragraphs below.

### 17.1. Payment for Standby Duty

An employee performing standby duty will from 1 April 2024 be paid:-

An allowance of **£119.21** for each complete week of standby duty actually performed , plus **£39.72** for each general or public holiday in that week.

For broken periods of standby duty as follows:-

Monday/Tuesday overnight to Friday/Saturday overnight - **£11.88**

Saturday - **£25.31** for up to 24 hours

Sunday - **£34.49** for up to 24 hours

General or Public Holidays, **£52.23** for up to 24 hours

Each 24-hour period of standby duty is to start at the beginning of the working day (or at the same hour on non-working days).

### 17.2. Time of in Lieu (TOIL) for Standby on Public Holidays

An employee performing standby, on one of the 10 specified Council public holidays shall be entitled to TOIL as follows:

Public Holiday	TOIL Entitlement
25 <sup>th</sup> , 26 <sup>th</sup> Dec and 1 <sup>st</sup> , 2 <sup>nd</sup> January or the relevant replacement days where any of these dates fall on a Sat or Sun.	1 day TOIL for each of these public holiday days.
All other Council Public Holidays or General Holidays	<p>Either:</p> <p>a. No TOIL where the higher rate Standby allowance is claimed. The Higher Rate allowance is either the <b>£52.23</b> for broken periods of standby or the <b>£39.72</b> additional allowance for weeklong standby periods.</p> <p><u>or</u></p> <p>b. 1 day TOIL for each day where the lower rate allowance is claimed for any of these public/general holiday days. The lower rate allowance is either <b>£11.88</b> per day for broken periods of standby or for weeklong periods of standby the standard <b>£119.21</b> weekly allowance being claimed with no enhancements.</p>

### 17.3. Disturbance and call out payments for employees on standby.

Employees undertaking standby duty, who are contacted or called out following the agreed arrangements, will from **1 April 2024** be paid on the following basis:-

for each occasion on which the employee is contacted and which results in the exercise of skills for which the standby duty is required, either at the employee's home or elsewhere shall be entitled to a payment of **£19.06**; an employee will, however, only be entitled to one such payment within each period of two hours, commencing with the start of the standby session; where an employee becomes entitled to a payment as described above and where that or subsequent disturbance or call out is in excess of 30 minutes, the employee will be entitled to further payment for the whole of the period of disturbance or call-out at the appropriate rates with a minimum of one hour paid.

### 17.4. Payments for Call Out (employees who don't have contractual requirement to be on stand-by duty)

Employees who do not have a contractual requirement to be on standby duty but who are contacted and the contact results in the exercise of skills, or called out, will be paid a minimum of two hours at the appropriate rate with due consideration of overtime and unsocial hours enhancements. This is subject to the restriction of recognition for overtime.

Standby rates and payments are automatically increased in line with the nationally agreed SJC % pay increase.

## 18. Sleep-in Arrangements

In circumstances where an employee must sleep on the premises/ vessel and be available for duty shall from **1 April 2024** receive a sleep-in payment of:

Type of Hours	Payment (37 FTE working week)
Non-Disturbed (not required to respond or undertake relevant work)	Payment at the hourly rate of the Scottish Local Government Living Wage and a % payment for leave entitlement (currently <b>£13.60</b> ). <u>Payment of Distant Islands Allowance is not made.</u>
Disturbed (required to respond and/or undertake relevant work)	Payment at the hourly rate of the Scottish Local Government Living Wage and a % payment for leave entitlement (currently <b>£15.03</b> ). Distant Islands Allowance is paid.

## 19. Acting Up Arrangements

Where an employee is required to undertake the duties and responsibilities of a post at a grade that is higher than the employees own, they are entitled to payment at the grade and relevant allowances for the higher graded post where the arrangement is or is anticipated to last at least one week.

Where the post being covered is vacant, vacant pending recruitment or backfill is required for long-term sickness purposes, the individual should be appointed directly to the role on a temporary change of contract basis, and temporarily moved out of their substantive post on the establishment.

Where they are undertaking this on less than 100% of the duties and responsibilities of the role, they will be appointed to the temporary role on a pro-rata FTE basis, and their substantive post hours, temporarily reduced accordingly i.e., where they are undertaking 50% of the duties and responsibilities they will be appointed temporary on a 0.5 FTE contract.

Acting up arrangements are only intended to cover for a maximum of 3 months, and are not intended to be an alternative to recruitment for longer-term temporary contracts i.e., maternity leave, career break, long term sick over 3 months etc.



Acting up arrangements require governance approval via the Council Change in Establishment procedure. It is not normally anticipated that more than one, three-month period of acting up should be granted, other than in exceptional circumstances and with discussion agreement of Human Resources.

Acting up arrangements will normally, in the first instance be offered on a restricted basis to those relevant employees, immediately reporting to the post requiring cover.

## 20. Change of Work Location

Where an employee's permanent place of work has been moved by over 5 miles, through redeployment or at the requirement of the Council the additional distance to and from their home to the new place of work shall be paid at the standard normal mileage rate for 3 years. No mileage will be paid for travel at lunchtimes.

No payment of excess travel costs shall be made where the change is either voluntary, requested by and employee or falls out with the terms of the Council Redeployment Policy and Procedure.

## 21. Monthly Pay

All SJC employees are paid monthly via BACS into their bank account on the 15<sup>th</sup> of each calendar month. Where the 15<sup>th</sup> of a month falls over a weekend, payment will be made on the Friday.

For contracted employees, payment on the 15<sup>th</sup> of the month covers the period of the 15<sup>th</sup> of the previous month to the 14<sup>th</sup> of the current month.

Casual, relief, supply hours, additional hours and overtime payments are paid monthly in arrears up to the advised payroll cut-off date each month, via the submission of authorised timesheets.

Employees must provide the Council with UK based bank account details on commencement of employment.

Employees should also ensure that the Council are updated on an any change to their bank account details, this should be advised through the Council MyView system, or an employee submitting notification to Payroll.

## 22. Definition of a Day's Pay

A day's pay will be defined as one fifth of 7/365 of the annual pay. A week is the period from 00.01 on Monday to 12.00 midnight on Sunday.

## Appendix 1 – SJC Grades (Hourly Rates) (at 1 April 2024)

Grade	SCP	Basic Hourly Rate only
A	18	£12.56
	19	£12.69
B	21	£12.96
	22	£13.12
C	24	£13.37
	25	£13.48
D	27	£13.78
	28	£13.93
	29	£14.09
E	31	£14.43
	32	£14.55
	33	£14.76
F	35	£15.14
	36	£15.32
	38	£15.72
	40	£16.10
G	42	£16.30
	43	£16.58
	44	£16.63
	46	£17.04
	47	£17.28
H	50	£17.98
	51	£18.20
	52	£18.45
	55	£19.19
	57	£19.74
	58	£20.03

I	59	£20.32
	61	£20.91
	63	£21.50
	65	£21.97
	67	£22.61
J	68	£22.92
	70	£23.56
	71	£23.90
	72	£24.24
	73	£24.39
K	75	£25.13
	76	£25.50
	77	£25.87
	78	£26.29
	79	£26.67
L	80	£27.07
	82	£27.88
	83	£28.31
	85	£29.16
	86	£29.58
M	88	£30.50
	89	£30.97
	90	£31.39
	92	£32.36
	94	£33.37
N	96	£34.33
	97	£34.86
	99	£35.93
	101	£36.97
	103	£38.06

**Basic pay hourly rate figures, excluding any allowances.**

## Appendix 2 – SJC Grades (Annual Salaries) 35 Hour FTE Working Week (at 1 April 2024)

Grade	SCP	Basic FTE Salary
A	18	£22,921
	19	£23,158
B	21	£23,651
	22	£23,943
C	24	£24,399
	25	£24,600
D	27	£25,147
	28	£25,421
	29	£25,713
E	31	£26,333
	32	£26,552
	33	£26,936
F	35	£27,629
	36	£27,957
	38	£28,687
	40	£29,381
	42	£29,746
G	43	£30,257
	44	£30,348
	46	£31,096
	47	£31,534
	50	£32,812
H	51	£33,213
	52	£33,669
	55	£35,020
	57	£36,024
	58	£36,553

I	59	£37,082
	61	£38,159
	63	£39,235
	65	£40,093
J	67	£41,261
	68	£41,827
	70	£42,995
	71	£43,615
	72	£44,236
K	73	£44,509
	75	£45,860
	76	£46,535
	77	£47,210
	78	£47,977
	79	£48,670
	L	80
82		£50,878
83		£51,663
85		£53,214
86		£53,981
M	88	£55,659
	89	£56,517
	90	£57,284
	92	£59,054
	94	£60,897
N	96	£62,649
	97	£63,616
	99	£65,569
	101	£67,467
	103	£69,456

## 37 Hour FTE Working Week (at 1 April 2024)

Grade	SCP	Basic FTE Salary
A	18	£24,231
	19	£24,481
B	21	£25,002
	22	£25,311
C	24	£25,793
	25	£26,005
D	27	£26,584
	28	£26,873
	29	£27,182
E	31	£27,838
	32	£28,070
	33	£28,475
F	35	£29,208
	36	£29,555
	38	£30,327
	40	£31,060
	42	£31,446
G	43	£31,986
	44	£32,082
	46	£32,873
	47	£33,336
	50	£34,687
H	51	£35,111
	52	£35,593
	55	£37,021
	57	£38,082
	58	£38,641

I	59	£39,201
	61	£40,339
	63	£41,477
	65	£42,384
	67	£43,619
J	68	£44,217
	70	£45,451
	71	£46,107
	72	£46,763
	73	£47,053
K	75	£48,480
	76	£49,194
	77	£49,908
	78	£50,718
	79	£51,451
	80	£52,223
L	82	£53,786
	83	£54,615
	85	£56,255
	86	£57,065
	88	£58,840
M	89	£59,747
	90	£60,557
	92	£62,428
	94	£64,377
	96	£66,229
N	97	£67,251
	99	£69,315
	101	£71,322
	103	£73,425

Basic annual 1.0 FTE salary figures, excluding any allowances.

## Appendix 3 – SJC Grades (Job Evaluation Bands)

<b>Council Grade</b>	<b>Minimum Points Score</b>	<b>Maximum Points Score</b>
Grade A	147*	295
Grade B	256	274
Grade C	275	294
Grade D	295	314
Grade E	315	339
Grade F	340	259
Grade G	360	379
Grade H	380	404
Grade I	405	434
Grade J	435	474
Grade K	475	509
Grade L	510	554
Grade M	555	559
Grade N	600	and above

\*147 is the minimum job evaluation points score any post can achieve.

## Version Control

Version 1	20 July 2007	Original Issue
Version 2	October 2023	Updated to reflect to collectively bargained amendments and changes required by Statute and Council Policy decisions since July 2007.
Version 3	December 2023	Salary and allowance rates updated following SJC 2023/24 Pay Award.
Version 4	October 2024	Salary and allowance rates updated following SJC 2024/25 Pay Award.



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