

Terms and Conditions of Employment 2018/19

Salaries

All posts are evaluated through a grade-evaluation system which awards pay dependent on the level of responsibility of the post-holder. Salaries are reviewed annually and exceptionally at half year in line with the budgets. Effective 1 April 2018 the salary bands shown in Table 1 apply.

Band	2017-18			2018-19		
	min	max	Band width	min	max	Band width
A	13,650*	20,783	7,133	14,251*	20,783	6,532
B	20,172	25,762	5,590	20,575	25,762	5,187
C	23,849	32,689	8,840	24,326	32,689	8,363
D	27,631	39,725	12,094	28,184	39,725	11,541
E	34,355	53,039	18,684	35,042	53,760	18,718
F	50,219	75,750	25,531	51,223	76,750	25,527

**represents National Living Wage for employees aged 25 & over*

Table 1 – Salary bands effective 1 April 2018

Working hours

Full time working hours are 35 hours per week excluding 1 hour for lunch. BBOWT offers no paid overtime, however on occasions where significant overtime working is unavoidable to attend events, activities or meetings TOIL may be authorised in advance of the work to be done, at the discretion of the line manager.

Annual Leave

Staff members are entitled to 23 days annual leave, plus normal UK Bank holidays, and 3.5 non-transferable days to be taken when the Trust closes at Christmas. Annual leave increases by one-day per completed calendar year of service, up to a maximum of 28 days per year.

On the few occasions, where it may be required due to operational reasons, for example over the Christmas period, BBOWT reserves the right to utilize one day of annual leave for a specified shutdown period.

Sick pay

BBOWT offers a sick pay scheme at full pay based on a rolling year as follows:

Length of Service	Weeks sick pay (full pay)
< 3 months	1
3 month – 1 year	3
1 year – 2 years	8
2 year – 3 years	9
3 year – 4 years	10
4 year – 5 years	11
Over 5 years	12

Maternity and Paternity Pay

Maternity and paternity pay is awarded at statutory levels.

Working Arrangements

The Trust endeavours, where feasible, to accommodate requests for flexible working.

There is a working from home procedure to support formalised working from home arrangements.

Homeworking, for short specific pieces of work, working from another BBOWT office or temporary adjustments to working hours may be agreed at the discretion of the line manager.

Any permanent changes to working arrangements must be agreed in writing by the Chief Executive.

Pensions

BBOWT offer a pension scheme in line with the government auto-enrolment scheme. The contributions that will come into effect on 1st April 2018 are outlined below.

	Staff Contribution	Employer Contribution
New Staff – first 3 months	Nil	Nil
New Staff – 3-12 months	2%	3%
Staff after 12 months	1%	6%

Sabbaticals

Entitlement to request as follows:

Length of Service	Contracts pre 2009 Number of weeks (50% full pay)	Contracts post 2009 Number of weeks (50% full pay)
5 years	4	4
10 years	8	6
15 Years	12	8
Each subsequent 5 years	12	8

Life Assurance

The Trust has a Group Life Assurance Scheme with Canada Life. The scheme is designed to pay a lump sum of 3 x basic salary in the event of death during employment of over 3 months.

Childcare Vouchers

Staff with childcare costs can claim up to £243 per month of childcare vouchers in lieu of gross salary, free of tax and national insurance.

Bike to Work

The Trust operates a salary-sacrifice scheme whereby after 3 months of service staff can (within the limits of the Cycle Scheme arrangements) hire-purchase a bicycle (and cycling accessories) from their gross salary free of tax and national insurance over a period of 12 or 18 months.

Annual performance reviews

Every member of staff is required to undergo an annual performance review (PDP) and regular one-to-one meetings (usually monthly) with their line manager throughout the rest of the year.

Employee Assistance Programme

Each member of staff has access to an employee assistance programme, using an independent external provider (Worklife Support Ltd), who provide a range of support services including a telephone counselling and advice line for any staff that may be facing problems either inside or outside work.

Patrick Taylor
Director of Operations
March 2018