

Terms and Conditions of Employment 2021/22

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

Employees 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 leave year of service (1 April – 31 March), 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 utilise one day of annual leave for a specified shutdown period.

Employees may request up to 1 week's leave to carry over into the following year. This is pro-rated for part-time employees. Any leave carried over, must be used in the subsequent April and May.

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 are awarded at statutory levels.

Life Assurance

The Trust has a Group Life Assurance Scheme with AIG. 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.

Pensions

BBOWT offer a pension scheme in line with the government auto-enrolment scheme. The contributions are outlined below.

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

Working Arrangements

The Trust endeavours where feasible to accommodate requests for flexible working. There is a Hybrid Working Policy and procedure to support formalised working from home arrangements. Any permanent changes to working arrangements must be agreed in writing by the People Team.

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 2021 the minimum salary levels shown in Table 1 apply.

2021-22	Salary Band					
	A	B	C	D	E	F
Minimum salary	£17,290 ^{\$}	£21,406	£25,309	£29,323	£37,478	£53,292

^{\$} represents Real Living Wage for employees aged 18 and over

Table 1 – Minimum salary levels effective 1 April 2021

Sabbaticals and Long Service Leave

Employees with five or more years' continuous service are eligible to request sabbatical leave or long service leave. Employees may opt in to BBOWT 50% paid Sabbatical Leave Policy 1 and opt out of the BBOWT Long Service Award Policy, or to opt in for unpaid BBOWT Sabbatical Policy 2 and opt in on the BBOWT Long Service Award Policy. Both sabbatical leave policies and the Long Service Award policy can be found on Cezanne in the HR Workspace. Employees have the opportunity to change the Sabbatical Leave Policy they wish to opt in to every five years.

Whilst on sabbatical or long service leave all other terms of the employee's contract of employment will remain in force. These include notice periods, the duty not to disclose confidential information & membership of the organisation's pension scheme.

Childcare Vouchers

Employees with childcare costs who are already within our childcare scheme can claim up to £243 per month of childcare vouchers in lieu of gross salary, free of tax and national insurance. To remain in the scheme at least one voucher, of at least £20 value, must be requested per year.

Bike to Work

The Trust operates a salary-sacrifice scheme whereby after 3 months of service employees 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.

Regular performance reviews

Every employee is required to undergo a quarterly performance review and regular one-to-one meetings with their line manager throughout the rest of the year.

Employee Assistance Programme

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

People Director
March 2021