

**HR INFORMATION UPDATE: November 2008**

As agreed at the recent workforce information meetings, detailed below is an update of the discussions/negotiations carried out between Highways Management Team and Trade Union Representatives relevant to the workforce at Thimblemill Lane:

- ❖ **Thimblemill Lane Depot – Christmas Leave:**
- ❖ The depot traditionally closes for 2 weeks over the Christmas period – the aim of the discussion is to keep the depot open albeit with limited cover – level of cover to be agreed.
  
- ❖ **Site finish:**
- ❖ Street Lighting staff currently finish ‘on site’ – discussions are centred on all staff starting/finishing the working day at depot and clocking in/out. The practice of taking vehicles home would cease on implementation of ‘site finish’.
  
- ❖ **Street Lighting – 5 Day Week:**
- ❖ Negotiations are centred on returning Street lighting employees (manual) to a standard 5 day week.

The target date for completion of the negotiations/discussions is: 14 December 2008

**CONFIRMATION OF INFORMATION:**

The following confirms information given at the workforce information meetings held with Bidders:

**Depot Staff – Flexible Working Arrangements (non-manual):**

The majority of depot office staff work to a ‘super flex’ system of attendance:

Start times between:	07:00 - 11:00
Core times:	11:00 – 12:00 and 14:00 – 15:00 – all staff must attend
Finish times:	15:00 – 19:00

Staff who have a flexible working system in place can accrue hours and take additional leave – up to 2 days in the case of ‘super flex’ – each month, this is however, always by agreement of the line manager and the hours must be fully accrued before the leave is taken.

**Please note** – should staff wish to regularly attend to the extremes of the super flex system this should be by agreement with the line manager/supervisor.

**Overtime Rates:**

**Grade 3 and below** - receive overtime rates of 1 ½ / 2 times the hourly rate for work over carried out in excess of the standard 37 hour week.

**Grade 4 and above** – ‘Planned’ overtime is paid at scp 28 + TOIL (time off in lieu) – however by prior agreement enhanced payments can be made.

**Progression through pay grade:**

**Manual:** Example used is that of ‘Roadworker’ post Pay and Grading implementation (01/01/09):

- 01/01/09 - grade 3 – scale point - 21
- 01/04/09 - grade 3 – scale point - 22
- 01/04/10 - progression by contribution  
(criteria of contribution to be determined)

**Appeals:** Roadworkers will have the right to appeal their grade banding when it is implemented on 01/01/09. There are clear indications that appeals will be submitted.

**Non-Manual:**

Non manual staff were assimilated onto the new pay and grade banding in 2008. Progression for those staff will be:

- 01/04/09 - one incremental step on grade band – subject to reaching top of the pay band.
- 01/04/10 - progression by contribution  
(criteria of contribution to be determined)