



**SCHEDULE OF TERMS AND CONDITIONS  
SUPPORTED EMPLOYMENT PROGRAMME – (INSERT RELEVANT SERVICE AREA)**

**GENERAL INFORMATION:**

**SCOPE AND PURPOSE**

This document outlines the terms and conditions and training agreement for your Supported Employment Programme. It also outlines the support you will be given to help you develop skills and experience in the workplace and the commitment that is expected of you. It is important that you keep this document as you will need to refer to it during your time on the programme. If any changes are made to your terms and conditions, these will be notified to you in writing. This document should be read within the context of the Council's policies and procedures, in particular the Terms and Conditions of Employment and the Framework for Employability Programmes.

**TERMS AND CONDITIONS:**

**1. CONDITIONS OF SERVICE**

The Supported Employment Programme is managed by the Employability and Skills Team. During your time on the programme an Employability and Skills Officer will be available to provide initial in work support to help you pick up your daily duties, this support will be gradually reduced as you build up skills and confidence in the role. You will be required to attend meetings to review your progress. You will also be offered additional support throughout the programme to assist you to apply for vacancies and prepare for assessment centres to enhance your employability skills more generally. If you have any questions in relation to your terms and conditions you should discuss these with the Employability and Skills Officer.

Your terms and conditions are determined by South Ayrshire Council. Details of these are contained within this document and will also be covered during Induction.

**2. PROGRAMME DURATION**

The Supported Employment Programme runs for a period not exceeding 24 months.

**3. PLACEMENT**

You will be placed within a Council service for the duration of your supported employment. To ensure you are able to access the appropriate level of skills and practical experience your placement may change during the course of the Programme.

**4. HOURS OF WORK**

Your hours and working pattern will vary depending on your individual programme. Detail of this will be provided to you at induction.

**5. PAY FREQUENCY**

You will be paid monthly by credit transfer into your bank account.

**6. OVERPAYMENTS**

In the unlikely event that you receive an overpayment due to any error, this will be recovered directly from your pay in line with the Council’s agreed repayment process. You should notify your Key Worker straight away if you suspect there has been a mistake with your pay. At the end of the Programme the Council reserves the right to recover any amount due from your final pay.

**7. HEALTH AND SAFETY**

You have a duty to take reasonable care for the health and safety of yourself and others while on the programme. You will be provided with training on health and safety during your Induction and you must ensure that you comply with all health and safety regulations. You also have a duty to report any concerns regarding health and safety to your Key Worker.

**8. PENSION SCHEME**

The Council is a member of the Strathclyde Pension Fund which operates in accordance with the Local Government Pension Scheme (Scotland) Regulations 2014 and you will automatically become a member of the scheme. If you wish to opt out of the pension scheme, please contact your Employability and Skills Advisor who will arrange for further information and the relevant forms to be sent to you.

**9. HOLIDAY ENTITLEMENT AND OTHER LEAVE PROVISIONS**

The Council’s annual leave year is 1 January to 31 December. All leave must be taken within the period 1 January of the year to which it relates and 31 January of the following year and will be granted subject to Service needs. Any leave not taken by 31 January will be forfeited.

You are entitled to a minimum of 20 days (pro rata), which will increase by one day each year based on length of complete years of continuous service, with additional floating days and public holidays (pro rata) which are specific to each Service Area. Floating days may need to be reserved for the closure of offices during the Christmas period if this applies in the service within which you are placed. The detail of these will be supplied to you at Induction.

Annual leave is calculated based on completed months. For year 1, details of this are set out in the table below. If you are unsure what leave you are entitled to you should clarify this with the Employability and Skills team. All leave must be authorised by your workplace supervisor and notified to the Employability and Skills Team on 01292 612301.

Annual Leave												
Completed Months	1	2	3	4	5	6	7	8	9	10	11	12
Entitlement in Days	2	3	5	7	8	10	12	12	15	17	18	20

All annual leave entitlement **must** be taken prior to your termination date. You will not be paid for any holidays you do not take.

You are also entitled to take time off to attend an interview with the Council, training or meetings in relation to your progress on the programme. You should try to ensure that any

other appointments such as with a doctor, dentist or optician take place out with working hours.

## **10. ATTENDANCE**

The Council has a policy for Maximising Attendance at Work which is designed to promote fairness, consistency and good practice in managing staff absence. This policy should be read in conjunction with The Framework for Managing Employability Programmes which has been developed to ensure consistent and fair treatment for those participating on the supported employment programme whilst also recognising the constraints that short term funding brings.

To help us to manage your attendance at work you may be required to attend the Council's Occupational Health Service at any point during your programme. Failure to maintain an acceptable level of attendance may result in your position on this programme being terminated.

If you are unable to attend for any reason, you must make contact with your workplace supervisor in line with local arrangements which will be provided to you at Induction. You must then follow these procedures on each subsequent day of absence. You must also telephone the Employability and Skills Team to inform them of your absence. If you are unable to do so, you must get someone to do this for you.

If your absence is for 7 days or less you will have to complete a self-certification form which will be provided by your workplace supervisor. If your absence extends beyond 7 days you will also be required to provide an assessment of fitness for work from your Doctor.

If you are off sick you will normally receive sickness allowance and/or statutory sick pay as long as you have accrued 26 weeks continuous service with the Council and have followed the reporting absence procedure detailed above. The amount of sick pay you may receive will vary depending on your length of service.

## **11. DISCIPLINE AND GRIEVANCE**

The Council is committed to achieving fairness and equity in the treatment of individual employees in relation to their performance at work. This also extends to individuals who take part in supported employment programmes. Whilst you are required to comply with all relevant policies, some minor changes are required to the application of the policies on Grievance and Discipline.

The Framework for Managing Employability Programmes has been developed to ensure consistent and fair treatment for participants on the supported employment programme whilst also recognising the constraints that short term programmes can have on the application of formal policies and procedures. Therefore although these policies apply they should be read in conjunction with this framework.

## **12. COMMUNICATIONS POLICY AND USE OF ICT**

The Council has produced guidance and policy documents on the use of Social Media and ICT. You will receive further information on these at your Induction and the policies are available on the Council's intranet site. You must ensure that you comply with these. To ensure that the Council's ICT systems are not open to abuse, individual usage and content will be monitored. If a breach of these policies is identified, then this will be dealt with under the Disciplinary procedures.

### **Expected Standards of Conduct when using Social Media:**

The Council has a list of restricted websites and prevents access to these sites from Council computers. The restricted list includes social networking sites and you should not attempt to access these from Council computers. The Council recognises that you have the right to express yourself freely when using social media out with working hours. However, if you identify yourself as a participant on the supported employment programme with the Council, you are expected to act in a manner which does not bring the Council into disrepute and act in a way that is consistent with the Council's values. You should be aware that the posting of certain information or comments, even in your own time and using your own equipment, may be in breach of the Council's Code of Conduct. This could result in disciplinary action up to and including dismissal in accordance with the Disciplinary policy and procedure.

### **13. TRAVEL AND SUBSISTENCE**

Travelling expenses, usually in the form of a reimbursement of public transport costs or a travel pass will be provided if you are required to attend any training event or meeting in relation to your participation on the supported employment programme.

### **14. NO SMOKING IN THE WORKPLACE**

The Council, in recognition of the health risks associated with smoking, not only for smokers but also for passive smokers operates a no smoking policy. This policy applies to all workplaces, public buildings and Council vehicles. Details of the policy can be found on the Council's Intranet site.

### **15. CHANGE OF HOME ADDRESS/TELEPHONE NUMBER**

Any alteration to your home address and/or telephone number must be notified to the Employability and Skills Team on 01292 612301 who will in turn notify Human Resources. This information will also be sent to HMRC.

### **16. PAYMENT OF COUNCIL TAX**

The Council has a duty to protect the public funds it administers and to this end, may use the information you have provided for payroll purposes within the authority to ensure proper and appropriate control of public funds. Consequently, records from the payroll system will be cross referenced to the Benefits system and to Council Tax records to monitor any incorrect or potentially fraudulent activity.

### **17. DATA PROTECTION AND GDPR**

The Data Protection Act 2018 controls how your personal information is used by the Council. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR).

During the supported employment programme you may have to personal information in the course of your duties. In terms of the Act, you are bound to process all personal information fairly and lawfully and in accordance with the statutory rights of the individual. You must ensure that no personal information is disclosed unless a legitimate right of access exists. If you are unsure as to the correct method of dealing with a request for personal information, you should seek the advice of your Key Worker. Under no circumstances should you disclose personal information unless you are satisfied that a legitimate right of access exists.

## **18. EQUALITIES**

The Council is an Equal Opportunities employer and through our policies aim to tackle all forms of discrimination and remove any barriers that affect the way disadvantaged groups and individuals get access to opportunities. We are committed to tackling all forms of unfair discrimination in relation to: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. Full details of the policy can be found on the Council's intranet site.

## **19. CODE OF CONDUCT**

The Council has a Code of Conduct which sets out the minimum standards expected of all staff. It is a condition of your supported employment that you comply with the Code. In particular, you must report any criminal charges or convictions which you incur during the programme to the Employability and Skills Team. Any serious breach of the Council's Code of Conduct will be dealt with under the Disciplinary policy. Should you have any difficulties in meeting the standards of the Code you should approach your key worker or your Employability and Skills Officer for advice and assistance. Information on the Council's Code of Conduct will be provided to you at Induction.

## **20. NOTICE PERIODS**

If you wish to end your supported employment, you are required to give the Council one week's notice.

If the Council decided to end the programme for any reason, this will be done giving one week's notice. On termination of your programme, you have the right to appeal this decision to the Service Lead – Organisational Development.

## **21. YOUR SUPPORTED EMPLOYMENT**

Your Employability and Skills Officer will develop a supported employment plan which sets out the goals and targets you are expected to achieve. In addition a range of other courses and practical training and experiential opportunities may be identified throughout the programme which will be considered relevant to your personal development. These are all mandatory elements of your supported employment plan.

## **22. COMMITMENT**

To help you succeed in your supported employment programme, the Council will:

- Arrange a suitable placement where you will receive training and develop skills that are relevant and appropriate to the occupational role.
- Work with you to assess and review your performance throughout the programme;
- Allocate an Employability and Skills Officer to provide job coaching and support to you throughout your time on the programme and to monitor and review your progress.
- Provide initial in work support to assist you to pick up daily duties; and
- Provide a range of employability training interventions.

In return we expect that you will:

- Show commitment to your supported employment post through attending any relevant training courses;
- Achieve milestone targets set in your action plan.

- Attend any meetings to review your attendance or progress;
- Maintain acceptable standards of timekeeping and attendance; and
- Maintain appropriate standards of behaviour.

We will provide you with additional help and support if there are changes in your needs.

We will carry out regular reviews to assess your attendance, progress and to consider whether you need further support. This is a positive method of making sure you receive support and guidance in a fair and consistent way to achieve the necessary standard of performance. However consistent failure to perform or reach an acceptable level of progress, maintain attendance and / or timekeeping at an acceptable level or a failure to adhere to an appropriate standard of behaviour may result in action being taken against you, up to and including your removal from the programme.

### **23. PERSONAL APPEARANCE**

The way you look and dress for work can be just as important as the way you perform and behave. Whatever your role, you are representing the Council and it is important that you are always smart, clean and tidy, pay particular attention to personal hygiene and wear any uniform or protective clothing when provided. Your Key Worker will give you details of the appropriate dress code.

### **24. NAME BADGE**

You are required to wear your ID badge at all times during working hours, you must not damage, deface or alter it and you must not present your badge as proof of ID when not at work. Where appropriate, the Council may use the ID badge photo for internal communication and identification purposes – for example Lync and Re-Wired. *(Please Note – The photo will never be released out-with South Ayrshire Council, and will never be used for purposes other than internal communication and identification)*

On leaving employment with the Council, your ID must be returned or an amount equivalent to the value of the item will be deducted from your allowance.

### **25. AT THE END OF THE SUPPORTED EMPLOYMENT PROGRAMME**

Throughout your supported employment programme we will assist you with applying for jobs within the Council. If you apply for a vacancy, your application will be assessed in line with the Recruitment and Selection Policy and Procedure. Please note that you are not automatically guaranteed an interview. If you are successful in securing a job with the Council and it is within the same area as your supported employment programme, you will be required to continue your programme whilst working in your new post.

South Ayrshire Council gives no guarantee of continued employment. On completion of the fixed term contract if you have not secured employment with the Council, your contract will be terminated.

**The above summary of your terms and conditions of service is prepared for guidance only and should not be interpreted to supersede the Council's full terms and conditions as referred to in paragraph 1 of this Schedule.**