

# **Alignment of terms and conditions**

**Alliance People  
Harmonisation Programme**



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# Introduction

We have come together to transform and align police staff and some police officer terms and conditions across the Alliance as part of the People Harmonisation Programme. Our aim has always been to adopt the best practices in both forces, bringing the terms and conditions for all staff across the Alliance to the same level, supporting excellence in policing.

Existing terms and conditions differed for staff in each force when we began our Alliance journey in 2015. However, there has always been a commitment, as outlined in our People Strategy 2020-2025, to align the terms and conditions of both forces when the time was right.

This is a significant step forward and we have aimed to support our staff in the best way we can. You have told us that differing terms and conditions have been unhelpful, so we have been working together in consultation with our trades unions and staff associations to align them in a modern and collaborative way. Bringing together our terms and conditions will mainly affect police staff but there are a small number of policies that will affect police officers.

Our harmonised terms and conditions are aimed at supporting retention and attracting highly skilled people equipped to deliver modern policing and helping us to become employers of choice. Any considerations around whether to align pay and grading across the two Forces will be looked at in the future, outside of this programme of work. Where pay protection is currently in place for some members of staff, this will not be removed. Further details around the proposed changes can be found on our dedicated intranet site.

The trades unions and staff associations across both forces have been fully engaged throughout this programme of work. If you are police staff and a member of a trade union, your union may take the opportunity to enable you to vote on these proposals. Your union representative will be in touch with you with more details around how this might work.

If you have any questions, please speak with your line manager in the first instance. There is also a dedicated People Harmonisation email address, which can be used for general queries around this programme, and the team will endeavour to respond as soon as possible.

We recognise that the impact of the ongoing cost of living crisis means this is a difficult time for staff and officers. We hope this positive programme of work will deliver an improved set of terms and conditions for all staff and officers which are fair, modern and fit for purpose.



**Jim Colwell**  
**Devon & Cornwall Police**  
**Deputy Chief Constable**



**Sam De Reya**  
**Dorset Police**  
**Deputy Chief Constable**

# Policy Area - Leave

## Annual Leave

Annual leave is an important part of the reward package which provides paid time off for individuals to rest and recuperate. Every individual is entitled to a certain amount of annual leave per year.

### Existing provisions

The annual leave entitlement for staff with less than five years' continuous service is 24 days, increasing to 30 days after five years' continuous service (pro rata for part time).

### New provisions

The annual leave entitlement will be 25 days upon commencement of employment, increasing to 30 days after five years' continuous service (pro rata for part time).

## Buying Additional Leave

This provision allows staff to request to purchase additional leave with the cost being spread over the full financial year.

### Existing provisions

No provision.

### New provisions

All staff will have the ability to request to purchase additional leave. The application process will be open for six weeks from 1 February each year and will allow the staff member to request up to 74 hours (pro rata for part time) of additional leave, with the cost spread out over the financial year.

## Career Break Leave

A career break is an extended period of unpaid time away from work.

### Existing provisions

Staff may take a career break of up to four months in length. Any career break which exceeds four months but does not exceed five years in length is subject to a resignation from the role and will be addressed through the preferential application scheme.

### New provisions

A career break is available for staff to request following completion of their probationary period, subject to eligibility. The length of the proposed career break must be a minimum of 31 days and no more than three years in duration. Staff may return to their substantive role.

## Compassionate Leave

Compassionate leave is paid absence from work to deal with the death or serious illness of a close family member.

### Existing provisions

Up to five days' compassionate leave (pro rata for part time) may be granted upon request to the line manager. Where an extension is required, the department head / commander will consider the request.

### New provisions

The situations where compassionate leave is applicable have been extended to provide support to victims of domestic or sexual abuse. Up to five days' compassionate leave (pro rata for part time) may be granted upon request to the line manager. Where an extension is required, a reasonable amount of further time off will be considered by the Department Head / Commander.

## Employer Supported Policing Leave

Employer Supported Policing leave is paid time away from work, for staff who volunteer as Special Constables or Police Cadet Leaders.

### Existing provisions

88.8 hours (12 days) per year (pro rata for part time) of special paid leave is available to staff who are also Special Constables or Police Cadet Leaders, to carry out Special Constabulary or Police Cadet Leader duties or training. These hours are to be accrued at a rate of 7.4 hours (one day) per month (pro rata for part time) and on the proviso that, for Special Constables only, an average of 16 hours of volunteering per month is completed.

### New provisions

Up to 88.8 hours (pro rata for part time) may be granted, based on an accrual rate of 7.4 hours per month, subject to line manager approval. This is available on the proviso that, for Special Constables, an average of 16 hours of volunteering per month over the previous three-month period has been undertaken and, for Police Cadet Leaders, four hours of volunteering per month has been completed.

## Public Service Leave

Public service leave allows employees to take paid time away from work to undertake certain public duties.

### Member of a Local Authority

#### Existing provisions

Up to 37 hours of paid time off per year, with an additional 37 hours being granted in exceptional circumstances (pro rata for part time).

#### New provisions

Up to 37 hours of public service leave, with a further 37 hours being granted in exceptional circumstances (pro rata for part time) to members of staff who undertake the duties of a local authority.





## School Governor

### Existing provisions

A reasonable amount of unpaid time off may be granted to members of staff who undertake the duties of a school governor.

### New provisions

A reasonable amount of unpaid time off may be granted to members of staff who undertake the duties of a school governor.

## Magistrates

### Existing provisions

Up to 37 hours of paid time off per year, with an additional 37 hours in exceptional circumstances (pro rata for part time) may be granted to members of staff who undertake the duties of a magistrate.

### New provisions

Up to 37 hours, plus an additional 37 hours of public service leave (pro rata for part time) may be granted to members of staff who undertake the duties of a magistrate. Where further leave is required to retain the position (a minimum per month is set, equating to 13 full days or 26 half-days per year), annual leave, flexitime, or TOIL may be requested.

## Jury Service

### Existing provisions

The required amount of paid time off for jury service will be recorded as duty time.

### New provisions

The required amount of paid time off needed to undertake the jury service will be granted as public service leave.

## Volunteer Reserve Forces and Rescue Services

### Existing provisions

Up to 10 days (74 hours) per year (pro rata for part time) may be granted for duties or training. Consideration may be given to adjusting rosters to accommodate up to a further nine days per year (66.6 hours).

### New provisions

Up to 10 days per year (74 hours, pro rata for part time) will be granted to undertake reservist / rescue service training or duties. Consideration may be given to adjusting rosters to accommodate up to a further nine days per year (66.6 hours, pro rata for part time). Annual leave, TOIL, flexitime or unpaid leave may be requested to cover any remaining reservist / rescue service training or duties.



## Retained Firefighters

### Existing provisions

Unpaid time off work may be granted to retained firefighters to attend training and call-outs.

### New provisions

Unpaid time off can be requested to attend call outs and training, as required.

## Time off for Force Sport and Other Representation

Time off for Force sport and other representation may be available for staff members who are taking part in approved Force sport or who are attending AGMs / PSUK meetings.

### Existing provisions

The provision of duty time off extends wider than Force sport, to include lifesaving and first aid:

- Up to four duty hours for departmental lifesaving or first aid.
- Up to eight duty hours for each day of Force or regional lifesaving or first aid, with a maximum of three days.
- Up to eight duty hours for each day of Force sport at national final level or national sport representation, plus up to half the travelling time where the activity extends beyond one day, totalling a maximum of three days.
- Up to four duty hours for committee meetings and Force Sports Association Annual General Meeting.
- Up to eight duty hours for meetings of the PSUK or PSUK National Sections.

### New provisions

Duty time off may be provided to allow members of the Force to take part in sports approved by Police Sport UK (PSUK).

- A maximum of three days for participating in Force sport at national final level or national sport representation.
- Half of the travelling time for Force sport at national final level or national sport representation where the sport / activity or travel extends beyond one day.
- Up to half a day for committee meetings and Force Sports Association Annual General Meetings.
- Up to one day for PSUK meetings or PSUK National Sections.

The above entitlements will be pro rata for part time staff.

## Time off for Training

Time off for training is paid time away from work to undertake study or training that improves the staff member's effectiveness and performance within their role.

### Existing provisions

Special paid leave provisions apply. The Force provides paid time off to employees who attend an approved course of study or training away from their normal workplace, which is funded by the Force. Where the training / course is funded by the Sponsored Learning Panel, there is no automatic entitlement to paid time off work. In this instance, time off may be provided at the line manager's discretion.

### New provisions

A reasonable amount of paid time off may be requested to attend Force-funded study, i.e., training or a course. The provision under this policy also extends to provide paid time away from work to prepare for and take an exam (one day for pre-exam study per half day exam taken, plus reasonable time off for taking the exam, pro rata for part time). Alternative support may be available through the Sponsored Learning Panel (D&C) / Admit (Dorset) programmes.

## Unpaid Leave

Individuals may request unpaid leave in certain circumstances which allows them to take unpaid time away from work.

### Existing provisions

Up to 31 days of unpaid leave may be requested.

### New provisions

Up to 31 days of unpaid leave per financial year may be granted by the line manager (pro rata for part time).

# Policy Area - Pay

## Accelerated Increments

Where a member of staff has demonstrated excellent performance over a sustained period, their pay progression may be accelerated by one increment up to the maximum of their pay grade.

### Existing provisions

Incremental pay progression may be accelerated by one increment per financial year in recognition of excellent performance.

### New provisions

No change to the existing Devon & Cornwall Police provision.

## First Aider Allowance

Where the Force has identified the need for a first aider and a member of staff volunteers to undertake this role in addition to their substantive role, they will be eligible for a first aider allowance.

### Existing provisions

First aiders are provided through staff volunteering to undertake training and provide this support in addition to their normal role. An allowance of £22 per month is provided to these individuals.

### New provisions

Where an employee volunteers to act as a first aider, achieves the required qualification and is available in the specified workplace, they will be entitled to £23.05 per month first aider allowance.

## Honoraria

An honorarium / additional payment recognises short-term factors that are not reflected in basic pay.

### Existing provisions

Line managers have the ability to recommend a discretionary payment which may be made to address immediate temporary issues affecting the business / local area (as identified by the line manager). This can be for an extended period, with an initial period of six months up to a maximum of 12 months.

### New provisions

Where approved, an honorarium payment is payable for up to six months, with a review conducted at the six-month point and, in exceptional circumstances, an extension provided for up to a further six months, following approval and subject to budgetary provision.

## Market Supplements

Market supplements are payments which are designed to attract or retain employees, where vacancies for a particular role have been proven as difficult to fill.

### Existing provisions

Market supplements are payable for a 24-month period and may be renewed by re-application.

### New provisions

Market supplements can be approved for a maximum period of 24 months and may be renewed by re-application.

## Pay Day

### Existing provisions

Pay day is the 28th of the month, or the last working day of the month if this is sooner than the 28th.

### New provisions

No change to the existing Devon & Cornwall Police provision



## Pay Progression

Police staff pay and conditions allow for the payment of increments each year until the top of the employee's current pay grade is reached. This is in addition to any nationally negotiated pay increase.

### Existing provisions

Increments are paid on 1 September each year under the Grading & Pay Local Agreement 2015.

### New provisions

Increments will be paid on 1 April each year for all new appointments. Staff who are due to receive increments on 1 September will continue to do so until they reach the top of their pay grade or move to a different role.

## Pay Protection

Pay protection applies in specific situations where a change beyond the employee's control results in a reduction in pay.

### Existing provisions

Where pay protection is applicable, the pay protection period will be:

- Basic pay: 100% for one year, followed by 50% for one year.
- Allowances: 50% for one year.

### New provisions

Where pay protection is applicable, the pay protection period will be:

- Basic pay: 100% for two years, followed by 50% for one year
- Allowances: 100% for six months, followed by 50% for three months.
- Entitlements: 100% for nine months.



## Payment for Working Additional Hours

These provisions apply where staff work additional hours beyond their contractual hours of employment (also known as overtime).

### Existing provisions

Staff paid at or below Grade 6, Spinal Column Point 29 are paid overtime at the national rates. Staff paid at or above Grade 7, Spinal Column Point 30 are not entitled to overtime payments. In exceptional circumstances, overtime can be paid at plain time.

### New provisions

All staff, regardless of their pay grade, will be eligible for additional hours payments at the rates set out in the Police Staff Council Handbook (subject to the provisions of the policy).

- Monday - Friday between 07:00 and 19:00: Plain time
- Monday - Friday between 19:00 and 07:00: Time and a half
- Saturday - Sunday: Time and a half
- Public holiday: Double time

Where a member of staff works part time hours, the Police Staff Council Handbook sets out the appropriate rates of pay.

Where an overtime payment is made to a member of staff paid at Pay Grade 7 or above there will be no entitlement to compensation under provisions for working on a day not originally scheduled.

## Payments for Standby Duty and Call-Outs

These provisions recognise that the nature of some roles require staff to be available to work outside of normal working hours - the standby allowance is paid where a member of staff is undertaking standby duty.

### Existing provisions

The national Police Staff Council standby allowances operate. Call-outs are paid through the Force overtime arrangements, although there are some specific pay provisions described in the staff handbook.

### New provisions

Where a member of staff is undertaking standby duty, they will be paid at a rate of £32.23 per period of standby duty. Where the employee is called to duty, they will be paid in accordance with the Payment for Working Additional Hours provisions.



## Best Endeavours

### Existing provisions

An allowance is provided on the basis that the individual will make their best endeavours to respond if contacted.

### New provisions

This provision will be withdrawn. As part of a 24-hour service, in exceptional circumstances, it is expected that all staff will make their best endeavours to be available if contacted outside their working hours. As part of the transitional activity, the working arrangements which currently involve the best endeavours allowance will be reviewed in order to determine if the business requirements warrant the payment of the standby allowance as detailed previously.

## Professional Subscriptions

Membership of professional bodies supports the requirements of some roles through access to research and development activities. Where membership to a professional body / institute is required as part of the essential criteria for an individual's role, this policy addresses the arrangements for the payment of these membership fees.

### Existing provisions

Devon & Cornwall Police will pay for one professional subscription fee per financial year.

### New provisions

Where membership to an approved professional body / institute is an essential requirement for an employee's role, their subscription fee will be paid by the Force. This will be applicable to one membership fee per financial year.

## Redundancy Pay

Employees are eligible for a payment when they have been made redundant from the Force.

### Existing provisions

Devon & Cornwall Police enhances the statutory redundancy payment through a multiplier of 2.

### New provisions

Redundancy payments are calculated as a number of weeks' pay dependant on age and length of service. The statutory redundancy payment will be multiplied by 2.25.





## Safety Fire Warden Allowance

Where the Force has identified a need for a Safety Fire Warden and a member of staff volunteers to be a Safety Fire Warden in addition to their normal role, they will be eligible for an allowance.

### Existing provisions

The arrangements in place involve staff undertaking safety fire warden duties in addition to their normal role. In recognition of the additional responsibilities, a safety fire warden allowance of £216 per annum is paid.

### New provisions

Where an employee volunteers to act as a Safety Fire Warden where this is not a part of their role, undertakes training, demonstrates their competence, and is available in the specified workplace, they will be entitled to £18.38 per month safety fire warden allowance.

## Policy Area - Other

### Set Working Hours

Set working hours apply where the needs of the business mean that staff cannot work flexitime. This can apply to full-time staff as well as those working part-time, compressed hours, annualised hours, or term-time working.

### Existing provisions

Staff working set working hours are often involved in a shift pattern which is published by management, setting out the days and times that staff members will work, often covering a 24/7 period.

### New provisions

Full-time staff who are not working a shift pattern will normally involve working 7.4 hours (7 hours and 24 minutes) per day from Monday to Friday. Where flexitime does not apply, hours of work may be set so that staff work the same start / finish times every week.

Days and hours of work may vary from week to week and are set by line management. This may form into a shift pattern.

While a working pattern may be developed, non-workdays may be varied to address specific events or variations in demand.

## Severe Weather

Severe weather arrangements apply in situations where an individual is unable to attend their normal workplace, an alternative workplace, or work from home due to severe weather conditions.

### Existing provisions

Responsibility is given to the individual to decide whether or not they are able to travel to work. Where they are unable to travel to work or undertake meaningful work from home, an individual may, in liaison with their line manager, record any absence as flexitime, annual leave, or TOIL. Where an individual chooses to start or finish work late or early due to severe weather, time off is also recorded under these categories.

This provision allows for the bringing forward of annual leave from the following leave year's entitlement, where the entitlement for the current leave year is exhausted, also allowing for a debit to be incurred and made up the following month, where the individual works 'flexi' hours or TOIL.

### New provisions

Where an individual is unable to attend their normal workplace, an alternative workplace, or work from home as a result of severe weather, they may be able to request to take flexitime, annual leave, or TOIL, as appropriate.

This provision allows for the bringing forward of annual leave from the following leave year's entitlement, where the entitlement for the current leave year is exhausted, also allowing for a debit to be incurred and made up the following month, where the individual works 'flexi' hours or TOIL.

Where an individual is unable to attend their normal place of work or work from home and attends an alternative police location where it is found that there is no work that can be performed, and all other options have been exhausted, they may be sent home from work as paid duty time worked.