

Date/Dyddiad: 26/03/20
Ask for/Gofynnwch am:
Telephone/Rhif ffôn
Your Ref/Eich Cyf:
My Ref/Fy Nghyf:
e-mail/e-bost

The Vale of Glamorgan Council
Civic Offices, Holton Road, Barry CF63 4RU
Telephone: (01446) 700111
Cyngor Bro Morgannwg
Swyddfeydd Dinesig, Heol Holton, Y Barri CF63 4RU
Ffôn: (01446) 700111
www.valeofglamorgan.gov.uk



Dear colleague,

We appreciate at this unprecedented time employees may have questions around areas of their terms and conditions such as pay and annual leave.

We have sought to clarify these aspects below which we hope will be helpful to you and most importantly provide you with reassurance at this difficult time. We very much appreciate your ongoing support and strongly believe working together we will be best placed to meet the challenges ahead.

1. Payments to Staff

Further to recent communication sent from Rob Thomas, Managing Director in relation to homeworking, social distancing and self-isolation we wish to reassure you that employees of the Vale council will continue to receive their normal payment during this time. For those part time staff that regularly work additional hours, then they will be paid average pay during this period and not their contract hours, timesheets will still need to be completed. In respect of those staff employed on term-time contracts, if you are required to help at work during the already published school holiday periods, you will receive additional payments to compensate you for working.

2. Absence Reporting and Self Isolation

All employees who develop symptoms of Coronavirus (Covid-19) or are living in a household where a member of the household develops symptoms then they must self-isolate as per ongoing guidance, which is published regularly on Staffnet+. For those employees that live alone, this isolation period lasts for 7 days.

When this occurs, employees regardless of which category they fall into above must report their self-isolation to their manager who will record it via the Staffnet system. As above, employees who are self isolating or those who have coronavirus symptoms and follow the normal absence reporting procedure will continue to receive their normal pay and the absence will not be counted towards any of the standard absence triggers.

3. Flexi-time, TOIL accrual and Fixed Hours Working

Due to this unique situation, it has also been determined that the current Flexi-time scheme, TOIL accrual and any fixed hours working arrangements will be suspended, this may also include set rotas where we require greater flexibility. During this time employees, in discussion with their line manager, where an employee is not working in direct front line services employees will have the freedom to organise their hours of work against their contractual hours which again should assist with any potential childcare or caring responsibilities.

Employees should be aware though that if called upon to assist with key service delivery, then the hours of work will be directed by the senior staff of that directorate, in order to ensure the most

efficient and effective rotas are put in place to support our vulnerable communities. This will be discussed fully with the employee at the onset and could relate to homeworking or physical attendance at a workplace, such as working unsocial hours, inc weekends and nights, this work would take priority over the employee's normal duties and hours of work.

In respect of any current Flexi-time/ Flexi day or TOIL accrual then these times and days will be banked and reinstated once the Council's normal operations return

4. Annual Leave

We appreciate there may be occasions where employees have booked annual leave that they no longer wish to take (with the inability to travel to visit friends or family or where existing travel arrangements have been cancelled). There may also be occasions where we may be requesting that future leave booked is cancelled to ensure we provide adequate and much needed resource in key areas.

Rest assured in both above cases an employee will not be at detriment and the annual leave will not be 'lost'. Depending on operational requirements directorates will discuss with their employees how best to manage this situation. This may include allowing employees to carry over more annual leave entitlement to future annual leave years.

9. Agency Staff

We value the contribution of our agency staff at the Vale, therefore agency staff that have been continuously employed for 3 months or more will be treated in the same way as our temporary or permanent staff and will continue to be paid. Agency staff will though be redeployed wherever practical to provide support to key services and there will be a requirement that agency staff will be flexible in their approach to ensure we have appropriate and much needed resource where it can best be deployed.

We understand that the forthcoming period will be extremely disruptive to your personal household and your family and as your employer we will be as flexible as we can to support you through this difficult time. We know that we can rely on you, as much valued colleagues, to support the Council and our communities in the coming months.

As the situation around Covid-19 is continuing to change at an extremely fast pace, further updates will be provided as an when new information comes to light.

Should you have any further questions please do not hesitate to discuss these with your line manager.

Kind Regards,

Tracy Dickinson

Head of Human Resources and Organisational Development