

## SOUTH DERBYSHIRE DISTRICT COUNCIL

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**POST TITLE: Street Cleansing Operative**

**SERVICE: Operational Services**

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### PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. General

The general terms and conditions of employment are in accordance with collective agreements negotiated and agreed by the National Joint Council for Local Government Services set out in the Scheme of Conditions of Service as supplemented or amended by local collective agreements with the specified trade union or unions recognised by the Council and by the rules of the Council.

2. Place of Employment

The administrative centre for the post (that is, the place at which or from which you will normally work) is the south Derbyshire District Council Depot, Unit 18 Boardman Industrial Estate, Boardman Road, Swadlincote DE11 9DL, or such other place of employment within the Council's service area as may be specified from time to time.

3. Salary

The salary for the post of Street Cleansing Operative is £25,583 to £25,989 per annum (Grade 3 SCP 5/6)

4. Probation

The post is subject to a six-month probationary period.

5. Annual Leave

Annual leave entitlement is 26 days per year, rising to 31 days after 5 years local government service, (this includes 5 former discretionary days once taken after Public/Bank Holidays) plus 8 statutory holidays.

All annual leave is required to be taken within each leave period. The annual leave period is from 1st April - 31st March.

6. The Local Government Pension Scheme (LGPS)

All employees aged under 75 contracted for a period in excess of three months are eligible to join the LGPS. Please note that provided you meet these criteria you will automatically be put into the LGPS unless you opt not to join. Should you wish to opt out of the scheme you can do so on your first day of employment

7. Notice

The minimum period of notice for this post are required to give to terminate their employment is one calendar month.

8. Health and Safety Training

All employees are required to comply with the Council's Health and Safety Policy and Codes of Practice or guidance notes and attend Health & Safety training when required.

9. Official Conduct

The standards of conduct required of the Council's employees are set out in the Council's Employee Code of Conduct.

10. Working Procedures Agreement

a. *Hours of Work*

The standard working week is 37 hours worked from Monday to Friday each week.

Monday to Thursday 06:00 to 14:00

Friday 06:00 to 13:30

b. *Christmas leave*

Any requests for annual leave for the period starting the day after Boxing Day (27th December or next working day) up to and including New Year's Eve (31st December or next working day) will be approved or otherwise by April 30th of each leave year. All employees in Operational Services will be requested to submit requests for this period at the start of each leave year. Subsequent requests from employees to change approved annual leave or request leave for the Christmas period will be considered on an individual basis subject to the minimum staffing levels being maintained.

Requests for extended periods of leave that include the Christmas period should be submitted at the earliest opportunity and will be given priority consideration especially where they involve leave requests for over 10 working days that require overseas travel or other exceptional reasons such as visits to family members.

Only in exceptional circumstances will any approved leave requests be cancelled. For example, where staffing levels cannot be achieved due to high levels of absence and ill health or emergency situations where additional resources are required in response to incidents that place members of the community at risk from environmental conditions or similar incidents (such as flooding, extreme periods of weather etc). As much notice as possible will be given when leave is cancelled, and any leave cancelled will be reimbursed on a like for like basis.

c. *Uniforms, Personal Protective Equipment (PPE) & Identification*

All employees must wear their uniform, PPE issued and identity card at all times during working hours.

d. *Codes of Practice*

All employees will be required to comply with all relevant Codes of Practice at all times during working hours.

e. *Attendance*

All employees are required to report to the designated place of employment at the start and the end of each working day.

11. The appointment will be subject to satisfactory medical clearance.
12. The appointment will be subject to the receipt of satisfactory references.