



Working at St. Margaret's Hospice Care

Employment Information

Recruitment of Ex-Offenders Policy Statement

The Hospice actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the hospice and we guarantee that this information is only be seen by those who need to see it as part of the recruitment process. Unless the nature of the position allows us to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the hospice who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Persons with a criminal record will not be barred from employment solely on the basis of that record unless the offence(s) would directly impact on their ability and reliability to fulfil the requirements of the position.

Contents

Employment Information	1
Recruitment of Ex-Offenders Policy Statement	2
1. Equal Opportunities and Diversity	4
2. Probationary Period	4
3. Appraisals	4
4. Hours of work	4
5. Unsociable hours for designated shift workers	4
6. Overtime for shift workers	4
7. Time off in lieu for non-shift workers	5
8. Additional payment	5
9. Expenses	5
10. Pension	5
11. Holidays and holiday pay	6
12. Company sick pay	6
13. Human Resources Policies and forms	6
14. Disciplinary and Code of Conduct policies	6
15. Health and Safety at Work/Fire Safety	7
16. Employee Assistance Programme/Staff Counselling Service	7
17. Learning and Development	7
18. Smoking	8
19. Meals	8
20. Uniforms	8
21. Free Parking	8
Pay Spine	9
Annual Leave Table	10

1. Equal Opportunities and Diversity

St. Margaret's is an equal opportunities employer and we seek to attract and retain a workforce with a variety of skills, backgrounds and experience, so we seek to ensure that all job applicants and employees are considered solely on their merits and suitability

St. Margaret's is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

2. Probationary Period

Initial employment at St. Margaret's Hospice will be subject to a satisfactory probation period which is normally six months.

3. Appraisals

All staff will take part in formal annual performance appraisal, with a six month performance review for new starters. The aim of the appraisal is to enable St. Margaret's Somerset Hospice to strengthen our relationship with our employees by developing and maximising their full potential through clearly defined personal and professional objectives to achieve both individual and business objectives.

Appraisals help develop individuals, improve organisational performance, and feed into business planning

Staff will also receive regular supervision. Clinical staff may also be required to participate in clinical supervision

4. Hours of work

The basic working hours for all full time employees will be 37 hours per week excluding meal breaks. If an employee works part-time hours, their pay and holiday entitlements will be calculated pro rata.

5. Unsociable hours for designated shift workers

Nursing / Domestic / Catering employees may be required to work unsociable hours when necessary. Unsociable hours are described as those outside the hours of 7am and 7pm Monday to Friday.

Any hours worked on a weekend or public holiday will be considered unsociable hours.

Employees will be paid an unsociable hour's enhancement for all unsociable hours worked with prior authorisation from their line manager, at the following rates:

Rate	Category of staff	Criteria- <i>Unsocial hours include those outside 7am-7pm Monday – Friday, weekends and public holidays</i>
14%	Designated shift workers	Up to but no more than 14 unsocial hours per week
18%	Nursing only	Up to 18 unsocial hours per week including a minimum of 25 nights per annum.
22%	Nursing only	Permanent nights including 15 day shifts per annum.

6. Overtime for shift workers

Shift worker employees will be required to work overtime when necessary. Where possible they will be given reasonable notice when working overtime is required.

All shift worker employees will be eligible for overtime pay when working in excess of the basic working hours for each shift. The Authorised overtime rate is 25% over the basic hourly rate of pay.

7. Time off in lieu for non-shift workers

All employees who are contracted to work set hours which are not subject to a rotational shift rota and who are paid up to and including pay point 32 will not be eligible for overtime pay but will be eligible to take time off in lieu, within 20 working days, in respect of any hours worked above their basic hours, with the prior consent of the line manager.

However, St. Margaret's also recognises its duty to protect the health and safety of its staff and to comply with the Working Time Directive by ensuring that they do not work too many hours and that they are recompensed by taking TOIL for any extra time that they are requested to work.

The amount of time owing accrued by an employee should not exceed 15 hours for full time staff or pro rata of 15 hours for part time staff.

Lieu time should not be accrued:

- Where an employee chooses not to take a rest break
- As a result of poor time management
- As a means of accruing extra leave

When a member of staff undertakes duties outside of their contracted hours, a record must be kept and authorised by the employee's manager on a Time off in Lieu Record. The record should be reviewed by the employee and the manager at the end of each month and signed to confirm that it is an accurate reflection of additional hours worked and taken off.

Taking back any time worked in lieu must be agreed by the manager according to service needs and should be recorded on a TOIL Record.

8. Additional payment

Any employee who is required by St. Margaret's to work (including when on-call) on at any time on either Christmas Day, Boxing Day or New Year's Day, or during the late or night shift on New Year's Eve, will be entitled to a bonus payment of £50 paid pro rata for a standard 7.4 hour shift.

St. Margaret's reserves the right to review, on an annual basis, the entitlement to a bonus payment and the amount of bonus payable.

9. Expenses

Subject to the terms of St. Margaret's Travel and Expenses Policy applicable at the relevant time (available in the Employee Handbook) and provided that appropriate receipts are submitted, St. Margaret's will reimburse any necessary and reasonable expenses in the proper performance of an employee's duties.

10. Pension

On employment to our organisation you may be 'eligible' for auto-enrolment. 'Eligible' workers will be automatically enrolled into a pension scheme by St. Margaret's, if they meet the following criteria:

'Eligible worker' is someone who (a) earns over £10,000 a year, or £833 monthly, or £192 per week, (b) is age 22 or over, and (c) is under State Pension Age.

If you are already a beneficiary of the NHS pension scheme you may, providing that the terms of the NHS pension scheme are met, continue to make contributions to the NHS pension scheme. Additional information can be obtained from the HR Co-ordinator.

11. Holidays and holiday pay

St. Margaret's holiday year runs from 1 April to 31 March.

Full time employees who are not shift workers are entitled to the number of days annual leave including public holidays as detailed under 'Days' in the table below.

Shift workers are entitled to the number of day's annual leave including public holiday as detailed under 'Hours' in the table below.

	Days	Hours
On appointment	28	207.2
After 1 year's continuous service	35	259
After 5 years continuous service	37	273.8
After 10 years continuous service	41	303.4

Part-time employees' holiday entitlement will be calculated pro rata.

Registered Nurses appointed at the Hospice who are currently on Band 5 or above are able to transfer their continuous service date for the purposes of holiday, where they join the Hospice direct from the NHS or another hospice. Your original contract will be required as proof of continuous start date.

12. Company sick pay

St. Margaret's will pay basic rate of pay during any unavoidable absence through sickness or injury (whether continuous or intermittent) for the following period:

Period of Continuous Service	Period of Full Pay	Period of Half Pay
On appointment and up to 12 months	4 weeks	4 weeks
Over 1 and up to 3 years	6 weeks	6 weeks
Over 3 years and up to 5 years	2 months	2 months
Over 5 years and up to 10 years	3 months	3 months
Over 10 years	4 months	4 months

13. Human Resources Policies and forms

All human resources policies are contained on the St. Margaret's Hospice Intranet, at the following link:

<https://intranet.st-margarets-hospice.org.uk/sites/Intranet/Policies/HR/Forms/AllItems.aspx>

Similarly human resources forms can also be found on the following intranet link <https://intranet.st-margarets-hospice.org.uk/sites/Intranet/TemplatesForms/HR/Forms/AllItems.aspx>

14. Disciplinary and Code of Conduct policies

Employees are reminded to familiarise themselves with our Disciplinary policy and Code of Conduct for staff and in particular, the examples of gross misconduct which entitles St. Margaret's to dismiss employees without notice.

15. Health and Safety at Work/Fire Safety

It is the responsibility of all staff to be aware of their duties under the Health and Safety at Work Act and St. Margaret's specific Health and Safety Policies, copies of which are available on the Intranet.

16. Employee Assistance Programme/Staff Counselling Service

Health Assured provides confidential, impartial advice, support and counselling for St. Margaret's staff.

Other on line services includes the Health Portal or you can download the Health e-Hub from Google Play or the App Store. This site offers expert advice and guidance on everyday life including finances, relationships, stress, exercise, nutrition and dieting.

17. Learning and Development

Education surrounding the complex clinical and social aspects of palliative and end of life care is at the core of St. Margaret's services.

Our regionally acclaimed and comprehensive academy programme aims to help you increase your confidence and competence in leading, coordinating and delivering high quality care and service. Our courses are available to all staff.

It is a requirement of your employment that you complete mandatory training on an annual basis.

In the event St. Margaret's agrees to be responsible for the payment of course fees, registration fees and/or examination fees required for you to complete a professional qualification or undertake training, you agree to reimburse us on the sliding scale below if:

- you do not attend the course or fail to complete the course without prior written agreement from the Leadership Team ; or
- you resign from your employment prior to completion of the course or within 24 months after completion of the course; or
- Prior to your qualification or the conclusion of your training your employment is terminated by the Company for reason of your serious or gross misconduct.

% of course completed	% Repayment due	% of required complete months worked post withdrawal / resignation / termination	% repayment due
10	90	10	90
25	75	20	80
50	50	30	70
75	25	40	60
90	10	50	50
Employer's contribution (£)	Period repayment due post withdrawal / resignation / termination (months)	60	40
Up to 1000	Up to 12	70	30
Over 1000	Up to 24	80	20
		90	10

18. Smoking

Staff are not permitted to smoke on Hospice premises including the grounds, entrances and Hospice owned vehicles. Staff should also fully cover their uniform and ID badge if smoking off site.

19. Meals

Freshly prepared staff meals can be purchased from both hospice sites. Meal breaks can be taken in the Staff Rooms which are located at both Taunton and Yeovil hospices.

20. Uniforms

Uniforms are provided for staff who are required to wear them.

21. Free Parking

St. Margaret's Hospice sites offer free parking to staff and visitors.

Pay Spine

PAY SPINE 2019-20 FOR ALL STAFF *

Point	Hourly rate 2019-20	Annual salary 2019-20
1	3.9	7,524.23
2	4.35	8,392.42
3	6.15	11,865.14
4	7.7	14,855.54
5	8.21	15,839.48
6	8.28	15,974.53
7	8.36	16,128.87
8	8.48	16,360.39
9	8.63	16,649.78
10	8.73	16,840.09
11	9.06	17,474.86
12	9.40	18,129.40
13	9.75	18,804.76
14	10.11	19,499.88
15	10.48	20,217.90
16	10.86	20,955.68
17	11.26	21,716.37
18	11.66	22,499.71
19	12.12	23,382.68
20	12.51	24,136.86
21	12.95	24,990.98
22	13.41	25,869.83
23	13.88	26,772.37
24	14.36	27,700.67
25	14.85	28,655.76
26	15.36	29,637.64
27	15.88	30,644.24
28	16.42	31,678.66
29	16.97	32,741.94
30	17.54	33,831.99
31	18.12	34,951.93
32	18.71	36,099.69
33	19.32	37,277.32
34	19.95	38,484.83
35	20.59	39,722.22
36	21.25	40,990.53
37	21.92	42,288.70
38	22.61	43,618.82
39	23.31	44,980.88
40	24.04	46,376.94
41	24.78	47,802.88
42	25.53	49,261.78
43	26.31	50,756.75
44	27.1	52,282.62
45	27.91	53,842.50
46	28.73	55,437.41
47	29.58	57,066.31
48	30.44	58,761.16
49	31.32	60,429.21
50	32.22	62,162.18
51	33.14	63,931.21
52	34.07	65,737.33
53	35.03	67,576.41
54	36.00	69,453.62
55	36.99	71,365.86
56	38.00	73,315.19
57	39.03	75,301.61
58	40.08	77,323.06
59	41.14	79,380.57
60	42.23	81,475.17
61	43.33	83,604.80
62	44.46	85,772.56
63	45.6	87,967.10
64	46.38	89,473.40
65	47.14	90,956.00
66	47.94	92,488.06

*** PAY SPINE 2019-20 FOR RETAIL STAFF (OLD CONTRACT)**

Point	Hourly rate 2019-20	Annual salary 2019-20
S1	0	0
S2	0	0
S3	0	0
S4	0	0
S5	7.9671	15,370.76
S6	8.4336	16,270.88
S7	9.0636	17,486.31
S8	9.5404	18,406.20
S9	10.0835	19,454.09
S10	10.8214	20,877.64
S11	11.4945	22,176.31
S11a	12.4028	23,928.69
S12	14.8483	28,646.79
S13	15.3985	29,708.20

ANNUAL LEAVE TABLE

Hours worked per week	1	2	3	4	5	6	7	8	9	10	11	12
28	5.6	11.2	16.8	22.4	28	33.6	39.2	44.8	50.4	56	61.6	67.2
35	7	14	21	28	35	42	49	56	63	70	77	84
37	7.4	14.8	22.2	29.6	37	44.4	51.8	59.2	66.6	74	81.4	88.8
41	8.2	16.4	24.6	32.8	41	49.2	57.4	65.6	73.8	82	90.2	98.4
Hours worked per week	14	15	16	17	18	18.5	19	20	21	22	22.5	23
28	78.4	84	89.6	95.2	100.8	103.6	106.4	112	117.6	123.2	126	128.8
35	98	105	112	119	126	129.5	133	140	147	154	157.5	161
37	103.6	111	118.4	125.8	133.2	136.9	140.6	148	155.4	162.8	166.5	170.2
41	114.8	123	131.2	139.4	147.6	151.7	155.8	164	172.2	180.4	184.5	188.6
Hours worked per week	25	26	27	28	29	30	31	32	33	34	35	36
28	140	145.6	151.2	156.8	162.4	168	173.6	179.2	184.8	190.4	196	201.6
35	175	182	189	196	203	210	217	224	231	238	245	252
37	185	192.4	199.8	207.2	214.6	222	229.4	236.8	244.2	251.6	259	266.4

41	205	213.2	221.4	229.6	237.8	246	254.2	262.4	270.6	278.8	287	295.2
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