

## WEST YORKSHIRE COMBINED AUTHORITY

### Contract of Employment incorporating Statement of Employment Particulars, under Section 1 of Employment Rights Act 1996

Full name of employee	
Full name of employer	West Yorkshire Combined Authority (WYCA)
Date employment commenced	
Date when continuous employment commenced for the following contractual purpose. The contractual purpose being previous service with other Passenger Transport Executives or Local Authorities may be recognised for continuous service purposes with reference to annual leave entitlement and for all applicable statutory purposes.	
Date employment commenced in this post	
Date on which particulars given	
Job Title	
Department	
Location	You will be based in Leeds but your base location may be changed at the discretion of WYCA to anywhere in West Yorkshire.
Salary, increments and intervals at which it is paid	<p>You will be paid at Grade X at salary point X1 £xx,xxx per annum which is reviewed each year on the 1<sup>st</sup> April within the incremental salary point scale X1 to X4 subject to being in this post prior to and including the previous 1<sup>st</sup> October.</p> <p>Employees not performing effectively in their role as at 1st April, i.e. those with live Disciplinary, Conduct or Capability sanctions or those being managed at Level 2 or higher within the Attendance Procedure, will not receive an increment. This is in accordance with the Local Collective Agreement on Pay &amp; Grading/New Scheme of Salaries &amp; Conditions of Service.</p> <p>You are paid monthly by credit transfer. Pay awards are agreed nationally.</p>
<b>Terms and Conditions</b>	
<p>You are employed by the West Yorkshire Combined Authority in the capacity specified above. Your rate(s) of remuneration, including overtime (which is non-contractual) and other premium rates, your standard hours of work, entitlement to holidays and holiday pay (including accrued holiday pay on the termination of employment), entitlement to sickness leave and sickness payments and other terms and conditions of employment are in accordance with the scheme of salaries and conditions of service as agreed from time to time by the Passenger Transport Forum (PTF) for the Non-manual Employees of</p>	

Passenger Transport Executives.	
<b>Contract type</b>	<b>Permanent Fixed Term Contract</b> This post is a fixed term for the period from xx xxxx 201x to xx xxx 201x. At the end of this fixed term your contract with WYCA will terminate.
<b>Appointment</b>	
All appointments are subject to satisfactory references.	
<b>Pension</b>	
The Local Government Pension Scheme is available to all employees. Full particulars including terms and conditions can be obtained from Payroll.	
<b>Overtime</b>	
If there is a requirement for overtime, you will be given the option to accept. There is no guaranteed overtime.	
<b>Sick Pay</b>	
Details of sick pay are contained within the Attendance Policy and Procedure available on the Intranet or from Human Resources.	
<b>Suitable Alternative Work</b>	
WYCA reserves the right, when determined by the requirements of operational efficiency, to transfer employees to suitable alternative work, subject to consultation.	
<b>Hours of work</b>	
You are contracted to work xx hours per week. The detail of the Flexitime Scheme (if appropriate) is available on the Combined Authority's intranet.	
<b>Leave entitlement</b>	
<b>Standard Annual Leave Allocation/ 'Floating Days'</b>	
<p>You are entitled to 28 days annual leave, pro rata for part-time employees. In recognition of employee loyalty, in the annual leave year following completion of 5 years continuous service, you will be allocated a further 2 days annual leave (pro rata for part-time employees). After completion of 10 years continuous service, a further 2 days are allocated (pro rata for part-time employees).</p> <p>Of the 28 days, 4 are classed as 'floating days'. Floating days may be allocated by WYCA in its absolute discretion.</p> <p>Continuous service gained from another PTE or local authority, will be taken into account in calculation holiday entitlements.</p>	
<b>Bank/ Statutory Holidays</b>	
Statutory Bank Holidays are recognised by WYCA each calendar year (pro-rata for part-time staff). Part-time employees will be allocated their pro rata bank holiday allowance on top of their annual leave allocation, but will be required to book any bank holidays they would normally be working, as holiday.	
<b>Grievance Policy</b>	
The Grievance Policy is available on the Intranet or from Human Resources. This is intended to be a guide to best practice and does not form part of your contract of employment. The terms of the procedure may be changed from time to time by WYCA without prior notice and in such cases the most recent version will take priority.	
<b>Disciplinary Policy</b>	
The Disciplinary Policy is available on the Intranet or from Human Resources. This is intended to be a guide to best practice and does not form part of your contract of employment. The terms of the procedure may be changed from time to time by WYCA without prior notice and in such cases the most recent version will take priority.	

<b>Overpayments</b>	
Should your contract be terminated either by yourself or WYCA and you have taken more holiday than you are entitled to within the period of your employment, WYCA reserves the right to invoice you for the money or deduct it from your final salary or from any other payments due to you. If you should leave without returning your staff MCard and/or any equipment or other property belonging to the WYCA, you will be invoiced for the outstanding amount.	
If WYCA makes an overpayment to which you are not entitled then WYCA reserves the rights to recover such overpayment by automatic deduction from your salary or by invoice and you authorise deductions to be made from your final salary or any other payments due to you.	
<b>Maternity /Adoption payments</b>	
Following Maternity or Adoption leave, you must return to work with WYCA for a period of more than 3 months, otherwise you will be invoiced for all of the enhanced Maternity or Adoption monies paid to you by WYCA, beyond statutory minimum entitlements.	
<b>Period of Notice</b>	
<b>Employer</b>	<b>Employee</b>
You are entitled to notice as detailed below, except in the case of summary dismissal for Gross Misconduct:  You are required to provide notice as detailed below:  Continuous Employment, employee on Grades A-I:  Less than four weeks – <b>1 week (which may be reduced by agreement)</b>  Four weeks or more – <b>4 weeks increasing by 1 week per year of employment up to a maximum of 12 weeks</b>  Continuous Employment, employee on Grade J or above: <b>12 weeks</b>	You are required to provide notice as detailed below:  Continuous Employment, employee on Grades A-I:  Less than four weeks – <b>1 week</b>  Four weeks or more – <b>4 weeks</b>    Continuous Employment, employee on Grade J or above:  <b>12 weeks (which may be reduced by agreement)</b>
<b>Change of terms &amp; conditions</b>	
WYCA undertakes to ensure that any future changes in the terms of your employment will be notified to you in writing within 28 days of the change. You will be provided with a written statement containing any revised particulars.	

**Certified**

- (1) I have read and understood the terms contained in this Contract.
- (2) I acknowledge receipt of a personal copy and confirm my agreement.

Signed		Date	
--------	--	------	--