

WASTE COLLECTION SERVICE

REVISED LOCAL AGREEMENT - SEPTEMBER 2011

Introduction

1. The existing agreement was made in 2003 between North West Leicestershire District Council and the GMB Union to enable the implementation of a new method of refuse collection involving significant recycling issues. This Local Agreement has served the Council and employees well for the last 8 years, however local government is now facing significant financial pressures which are leading to changes in all council services resulting in a need for review of the Local Agreement.
2. 2011/12 will see changes to refuse collection and recycling services. These changes are being made to ensure the in-house service continues to represent value for money for taxpayers. The proposed changes to the 2003 Local Agreement are in part a refresh to bring the agreement up to date with current working practices and to ensure the service remains competitive.
3. Therefore the following Local Agreement (September 2011) is now being proposed for the waste collection service.

Working Arrangements

1. The normal working week will remain at 37 hours worked over 4 days commencing at 6.00am for refuse and garden crews and 7.00am for recycling crews until task finish.
2. The working week of 37 hours will consist of 4 x 9.25 hour days. The hours worked on domestic refuse days will be the same as the hours worked on garden/cardboard rounds. The refuse crew will alternate between garden/cardboard collections throughout one week and domestic refuse the next week.
3. Each property will have its domestic refuse collected one week and the garden/card waste and dry recycling the next.
4. The existing practices of crews assisting other rounds to complete when necessary will continue.
5. Normal working days will be Tuesday to Friday inclusive of weeks that include Bank/Concessionary Holidays falling Tuesday to Friday. Staff will be expected to work these days with payment for each Bank/Concessionary holiday day worked attracting double time and a 9.25 hour day off in lieu.
6. An employee who has been absent from work due to ill health for an entire week in the week containing a Bank/Concessionary holiday will have deducted those hours that were allocated at the start of the year in lieu of working the Bank/Concessionary holiday.
7. Specific working arrangements over the Christmas and New Year period will be agreed with management in advance. This will include the normal payments for Bank/Concessionary payments and time off in lieu.
8. Double time based on a 9.25 hour day will only be paid for a Bank/Concessionary Holiday when all other normal working days are worked during that week.
9. If in the event of additional Bank/Concessionary holidays falling Tuesday to Friday all waste collection staff will be expected to work and be paid their basic pay of 37 hours for the week plus 9.25 hours and receive 9.25 hour day off in lieu. In the event of an additional Bank/Concessionary holiday falling on Monday then a 9.25 hour day off in lieu will be credited.
10. If in the event that collections have to be rescheduled due to snow or other unforeseen circumstances waste collection staff will be expected to work weekends, Monday's or Bank/Concessionary holidays. The rate of pay will be time and a half for Mondays and

Saturday's and double time for working Sunday or Bank/Concessionary Holidays.

Overtime Payments

1. Overtime will be calculated weekly and paid to those staff who have worked beyond the standard 37 hours for that week.
2. In the event of vehicle breakdown overtime will be calculated daily and will be paid to those who have worked beyond the standard 9.25 hours for that day.
3. Task and finish will continue and requires the round to complete that day's scheduled collections even if it means working beyond the standard 9.25 hour day.
4. If a staff member accrues overtime through the week and is subsequently off sick for one or more days during that week in which the overtime was accrued they will not be paid the accrued overtime.

Existing Protected Payments

1. Existing protected payment arrangements will continue to be made to qualifying staff under the previous local agreement
2. The existing payment for working Good Friday of 4.00 hours paid at time and a half for existing staff will continue and be protected but it will not be paid to new staff.

Holidays

1. Holiday entitlement will be calculated in hours.
2. To ensure the Councils' ability to provide the service all year round annual leave will be granted to a maximum combination of 7 drivers or loaders at any one time limited to a maximum of 4 drivers. Leave must therefore be agreed with the Refuse Supervisor before holidays are booked to comply with this requirement.
3. Leave will now be able to be booked up to 18 months in advance.

Bank and Concessionary Holiday Pay Arrangements

Good Friday week –	Paid 37 hours basic pay plus 9.25 hours
Easter Week –	Paid 37 hours basic pay
Easter Monday –	paid additional 9.25 hours
Easter Concessionary Tuesday –	paid additional 6 hours (4 hours x 1½)
May Day –	paid additional 9.25 hours
Spring Bank Holiday week	Paid 37 hours basic pay
Spring Bank Holiday Monday	paid additional 9.25 hours
Spring Bank Concessionary Tuesday	paid additional 6 hours (4 hours x 1½)
August Bank Holiday	Paid 37 hours basic pay
August Bank Holiday Monday	paid additional 9.25 hours
August Bank Concessionary Tuesday	paid additional 6 hours (4 hours x 1½)

Addendum to Waste Services Local Agreement 2011 - Double rubbish (revised January 2016)

What is double rubbish?

Double rubbish is defined as additional waste as a result of either reduced frequency of collections over the Xmas and New Year period or changes to practices to accommodate the volume of additional waste. For example, three weeks wait for recycling to be collected.

This is based on current practices. If current practice is changed these payments will no longer be payable. An alternative proposal may be developed to reflect any change in practice.

When does double rubbish apply?

It occurs during the two weeks over or immediately after the Xmas period for dry recycling collections only where the householder's frequency of service has reduced to 3 weeks or more. It may be that the householder waits less than 21 days for a recycling collection because of the way the calendar falls.

What qualifies for double rubbish?

Up to 8 days is payable on the dry recycling collections and up to 4 days on the cardboard rounds.

What is the rate?

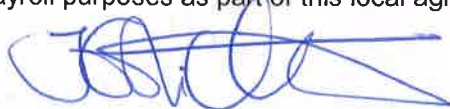
For full time staff they will be paid a payment equivalent to 3-hours plain time* on each day that they work on any of the rounds qualifying for double rubbish as set out in the above paragraph.

Any hours worked beyond the standard 37 hours per week will be paid at overtime rates in addition to the double rubbish payment.

Casual staff will be paid the hours that they work at their normal hourly rate and in addition will be paid the double rubbish payment equivalent to 3-hours plain time* when they work on any of the rounds qualifying for double rubbish as set out in the above paragraph.

*Historically the payment used to be 2 hours at time and a half but this has been simplified to 3 hours plain time for payroll purposes as part of this local agreement clarification.

Signed



On behalf of North West Leicestershire District Council

Date:

23/3/16

Signed *A. Galt*

On behalf of GMB

Date: 23 3 16

Signed *M. A.*

On behalf of UNISON

Date: 23-3-16

REFUSE COLLECTION SERVICE

LOCAL AGREEMENT

copy
file 50
March 2003

Introduction

This local agreement was made between North West Leicestershire District Council and the GMB Union to enable the implementation of a new method of refuse collection involving significant recycling issues. The new working arrangements and conditions of service are detailed below.

Working Arrangements

The working week will remain at 37 hours. The initial working hours will be between 6.00am and 5.00pm on domestic refuse days and 6.00 a.m. and 2.30 p.m. on recycling days. This includes a half hour lunch break. The days worked will be Tuesday to Friday except on the week including Good Friday when Monday to Thursday will be worked with Mondays hours attracting double time and time off in lieu which has been added to the annual holiday allowance. An employee who has been absent from work due to ill health for an entire week containing a Bank Holiday will lose the credit for that day. Special arrangements will be made over the Christmas and New Year period. Double time based on a 9.25 hour day will only be paid when a full Bank Holiday week has been worked.

Rounds not involved with recycling will continue to collect refuse weekly but on 4 days per week which will be 4 days at 9.25 hours.

Each property will have its domestic refuse collected one week and the green waste the next. Each working week will comprise 2 days domestic and 2 days green waste; the hours worked on domestic days will be longer than on green days but the weekly total remains at 37 hours.

The existing practice of crew assisting other rounds to complete when necessary will continue.

These arrangements will be reviewed after no more than 9 months of operation.

Overtime Payments

Overtime will be calculated daily and will be paid in the event of vehicle breakdown to those who have worked beyond the standard hours for that day.

Bonus Payments

There will be no change to present bonus arrangements. The existing task and finish will continue.

Vehicle Maintenance Payments

When on recycling the 0.5 hour for vehicle maintenance previously paid for the 'fifth' day will be paid for cleaning the inside of the vehicle between domestic and green collections.

Relief driver/loaders will be paid the vehicle maintenance/cleaning payments when they have carried out these tasks when driving.

Drivers who have changed to a 4 day week but are not undertaking re-cycling work will have their conditioned overtime for vehicle maintenance protected.

Holidays

Holiday entitlement will in future be calculated in hours. This will be in line with other sections of Direct Services and will accommodate a variable length of working day.

Employees will receive additional holiday to compensate for Bank Holidays and concessionary holidays that occur during their working week. Over a full year, employees are likely to receive eight days, for four Bank Holiday Mondays plus Good Friday and three concessionary Tuesdays. Employees who work for a full four days during a week that contains a Bank Holiday will receive an additional plain time payment of 9.25 hours for that day.

Employees who work the concessionary Tuesdays will also receive 4 hours overtime until such time as other Council employees also work those Tuesdays.

The holiday hours for employees with less than 5 years service (including Bank and concessionary compensation) will be 222 hours. Employees with more than 5 years service will receive 259 hours.

Booking holidays will be done in hours so on a domestic refuse day, it would be 10.5 hours and on a recycling day, it would be 8. A full week of 4 days (2 domestic, 2 recycling) would be 37 hours. An employee with 5 years service could therefore take 7 weeks holiday.

To ensure the Councils' ability to provide the service all year round, the practice of granting leave to no more than 3 drivers at any one time is to be extended to 5 loaders. Leave must therefore be arranged with the supervisor before holidays are booked to comply with this requirement.

Compensation Payment

Compensation payments will be £400 that will be paid in April 2003 and a further £400 paid in April 2004. Anyone leaving the employment of the Council within 12 months of receiving each payment will have a pro rata amount of that payment deducted from their final salary payment.

Settling In Payment

An extra payment will be made for assisting in overcoming anticipated difficulties likely to be incurred during the first 4 weeks of adopting a 4day WORKING week. One hour overtime per day will be paid whether worked or not for the first 4 weeks.

Signed K. G. Faulstich
On Behalf of North West Leicestershire District Council

Date 16/9/2003

Signed B. How
On behalf of General and Municipal Workers Union

Date 16-9-2003

AMANDA SHAKESPEARE-ENSOR

From: MIKE MURPHY
Sent: 24 April 2007 16:20
To: 'TANYA BURGESS'
Subject: Fwd: Refuse/Recycling employees - inputting of sickness records onto Workforce

Tanya - for info.

Mike

>>> MIKE MURPHY 24/04/2007 15:16:59 >>>
Alison / Sue

Please let me know if you need any help with the practicalities of entering this information on Workforce.

Just for clarity, please only make amends to Workforce from the 1 April 2007 (otherwise this will affect the BVPI reporting we have just completed.) There may be issues requiring clarity if an employees sickness period spans the two financial years - please check with me as to how these should be handled.

Thanks

Mike

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>>> KEITH FAIRBROTHER 24/04/2007 14:53:35 >>>
Alison/Sue

I have now agreed a new protocol for the recording of sickness absence for refuse and recycling employees who work a 4 day week. This was agreed with HR on 29th March for implementation on 1st April. However in the absence of any formal notification from HR can you please input sickness onto Workforce as outlined below:

- 1 days absence on day when they should be at work - record as 1 day sickness
- 2 days absence on days when they should be at work - record as 2.5 days sickness
- 3 days absence on days when they should be at work - record as 3.5 days sickness
- 4 days absence on days when they should be at work - record as 5 days sickness

Can you amend any previously recorded sickness to ensure it follows this protocol.

Let me know if you require any further clarification.

Thanks

Keith

