

SUMMARY SCHEDULE OF CORPORATE POLICIES & PROCEDURES



TEACHERS IN SCHOOL EDUCATION

The following are a summary of the Corporate Personnel Policies and Procedures. Full details of these Policies and Procedures may be obtained from the Education Personnel Section.

1. **EQUAL OPPORTUNITIES**

North Ayrshire Council is an Equal Opportunities Employer. Its policy in this respect aims to ensure that no job applicant or employee receives less favourable treatment than any other on any grounds including race, colour, nationality, ethnic or national origins, disability, age, sex, sexuality, marital status, religion, responsibility for dependents, employment status, political beliefs, or trade union activity, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Full details of the policy are available in the Education Personnel Section or any of the Council's educational establishments.

2. **COLLECTIVE BARGAINING**

North Ayrshire Council, as your employer, supports the system of collective bargaining in every way and believes in the principle of solving industrial relations problems by discussion and agreement. For practical purposes this can only be conducted by representatives of the employers and of employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is considered desirable that teachers' organisations should be fully representative. Your Council is associated with other local authorities represented on the national negotiating bodies dealing with teachers' salaries and conditions. It is equally sensible for you to be in membership of an organisation representing you on the appropriate negotiating bodies (national and local) and you are encouraged to do so.

3. **JOB SHARING**

The Council operates a Job Sharing Scheme in terms of which a teacher's duties may be shared between two job sharers. Full details of the Scheme are available for reference in each of the council's educational establishments and in the Education Personnel Section.

4. **SMOKING IN THE WORKPLACE**

The Council recognises the health issues associated with smoking not only for smokers but also for non-smokers. Accordingly smoking in the workplace is prohibited except in designated areas. Full details of the policy are available for reference in each of the Council's educational establishments and in the Education Personnel Section.

5. **BULLYING, HARASSMENT, DISCRIMINATION AND VICTIMISATION AT WORK**

The Council recognises that harassment, discrimination and victimisation can create an intimidating, hostile or humiliating working environment, which can affect the health, confidence, morale and work performance of employees. In recognition, therefore, of both its managerial and legal responsibilities, the Council is committed to the achievement, as far as is reasonably possible, of a working environment in which all employees are treated, and treat each other, with respect and dignity. Further information on our relevant policies are available for reference in each of the Council's educational establishments and in the Education Personnel Section.

6. HEALTH AND SAFETY

It is the policy of the Council to take all reasonably practicable steps to ensure the Health, Safety and Welfare of its employees and all other persons who may be affected by its undertakings. Everyone working for the Council shares that responsibility within their own working environment and all employees will be expected to co-operate in the implementation of the Council's Safety Policy. Full details of the policy are available for reference in each of the Council's educational establishments and in the Support Services Section or in the office of Corporate Personnel, Health and Safety Unit.

7. OFFICIAL CONDUCT

The Council recognises that the public has a right to expect the very highest standards of conduct from all local government employees. It is also concerned to underline the value it places on the highest standards of ethical conduct and therefore expects that all employees will maintain conduct of the highest standard such that public confidence in their integrity is sustained.

In this respect it is considered that where employees have a personal involvement with the Council any financial obligations which the employee has (especially Council Tax and Council House Rent) will be met timeously. Accordingly regular checks will be made by Finance to ensure that employees of the Council who are North Ayrshire Council Tax payers and/or tenants are up to date with their payments.

8. BENEFIT FRAUD AND COUNCIL TAX ARREARS

North Ayrshire Council is committed to the prevention and detection of fraud and the protection of public funds and checks will therefore be carried out periodically using payroll data to ensure that employees only receive Housing and Council Tax Benefit which they are entitled to. In addition checks will be made to identify and enable the recovery of outstanding Council Tax due by employees. Fraudulent claims may result in disciplinary action including dismissal and possible prosecution by the police.

The above is for guidance only and full details of all North Ayrshire Council's Policies and Procedures are available in the Council's educational establishments and in the Education Personnel Section.

CHANGES OF HOME ADDRESS/TELEPHONE NUMBER

Any change to your home address and/or telephone contact number must be notified to your Head Teacher / Head of Establishment and to the Education Personnel Section as soon as possible.

Employees whose telephone number is ex-directory may not be required to provide details unless it is a requirement of the post.

————— END —————