

**Access**



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**STAFF HANDBOOK**

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## STAFF REGULATIONS

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Unless the context denotes otherwise, the following rules and regulations govern the service in the Company of all members of Staff, both male and female :-

- 1 Every entrant into the service of the Company is required to sign a declaration of secrecy with regard to the transactions of the customers and the business of the Company.
- 2 On engagement to the Company, any existing liabilities should be disclosed.
- 3 Accounts ~~may~~<sup>must</sup> be maintained at ~~any~~<sup>A</sup> Branch of Lloyds, Midland or National Westminster Banks, as directed, and Staff may enjoy the privileges of Staff Accounts at that Bank. However, *all* accounts of one individual are to be maintained at one Branch.

- 4** No member of staff is allowed to overdraw his or her Banking account without sanction, nor is he or she permitted to borrow from, or lend to, another member of Staff or Staff of member Banks or customers.
- 5** Should a member of Staff become involved in financial difficulties, then they are expected to immediately consult their Manager, Head of Department, or ask for an interview with the Personnel Officer with a view to their case being considered.
- 6** Members of the Staff whose conduct or work is in any way unsatisfactory and who fail to show improvement after warning will be subject to disciplinary action which may result in the loss of normal increments, reduction of salary and wages or dismissal.
- 7** No member of Staff may, without the permission of the Directors –
  - a** Engage in any other business or become a Director of a Company.
  - b** Receive commission (or any other form of satisfaction) for introducing business to any other person, Society, Company etc.
- 8** A member of Staff wishing to terminate his or her service with the Company is

required to give one calendar month's notice in writing, unless if aged thirty years with ten or more years' service, then a period of three months or lesser period, as the Company agrees, in order to preserve pension rights.

- 9** Personnel Department is to be immediately notified of:–
  - a** Change of address.
  - b** Death of a member of Staff.
  - c** Marriage of a member of Staff. Prior notice should be given where possible. A Marriage Certificate should be produced for registration and return.
  - d** Date of birth of a child and Christian names.
  - e** Date of birth and Christian names of any step-child.
  - f** Legal adoption of a child, with date of birth, Christian names and proof of adoption.
  - g** Death of wife or husband.
  - h** Dissolution of marriage or legal separation.
  - i** Death of child.
- 10** No member of Staff shall, except when sick, absent himself or herself from duty without the special permission of the Manager or Head of Department.

Where absence is unavoidable, a satisfactory explanation must be supplied and for illness of more than three consecutive days a Medical Certificate is to be exhibited to the Company.

- 11** In the event of prolonged illness, special sick leave must be obtained (in certain instances an examination by the Company's Medical Consultant may be necessary).

Where an Earnings-Related supplement is paid in cases of sickness involving continuous absence in excess of two weeks (ten working days) then the amount of this supplement will be deducted from salary.

### **Pay and Sick Leave**

<i>Service</i>	<i>Pay and Leave Allowed</i>
Under 1 year	Full pay for 1 month
Over 1 year but under 3 years	Full pay for 2 months
Over 3 years but under 5 years	Full pay for 3 months
Over 5 years but under 10 years	Full pay for 4 months Half pay for 2 months
10 years and over	Full pay for 6 months

*Officers with service exceeding 20 years will receive special consideration.*

*N.B. All previous service with one of the constituent Banks will be taken into account when calculating sick leave.*

- 12** The Company will consider applications for special leave on compassionate grounds. It must be recognised that such leave may be on an unpaid basis. In considering such application, the Company will take into account, amongst other things, the amount of annual holiday to which the person concerned is entitled. Managers and Heads of Departments have discretion to grant up to one day's special leave, but applications for periods over one day must be referred to Personnel Department.

### **Salary Scales**

Details of the current salary scales are published and available. Salaries are reviewed periodically as follows:—

<i>Age Related Salary</i>	<i>Month in which birthday falls</i>
<i>Normal Scale</i>	
Grade 1 and Grade 2	— May
Grade 3 and Grade 4	— January
Secretaries, Appointed Officers and Managers	— January

Reports on Staff will be required from their Managers prior to the annual review of salaries.

### **Overtime**

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Any work carried out in excess of eight hours per day (which includes one hour per day for lunch) from Monday to Friday, or work carried out on Saturdays or Sundays, will be eligible for payment of overtime at the current rates, with the exception of Staff of Managerial status and personnel notified of working a shift pattern.

At least half an hour has to be worked to qualify and overtime is paid for completed quarter hours.

Overtime is only to be worked with the consent of the Manager or Head of Department.

### **Income Tax**

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Tax is borne by the individual member of the Staff, or Pensioner as the case may be, and is deducted each month under the P.A.Y.E. arrangements.

### **Annual Holiday**

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This varies from a minimum of three weeks to a maximum of five weeks, according to position and service, with full pay. Detailed arrangements are circulated each year.

### **Staff House Purchase Loans**

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The Staff House Purchase Scheme is designed to assist, in cases recommended by Personnel

Department, those wishing to purchase houses for their own occupation. The rate of interest is low and the means of repayment will be governed by the terms and conditions applicable to the Bank where your account is maintained. Initial approach is to be made to Personnel Department who will consider the application before consideration is made by the Bank concerned.

### **Personal Loans Service**

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Members of Staff, other than minors (persons under 18 years of age) may apply for loans on which a modified rate of interest is charged. Initial approach is to be made to Personnel Department who will consider the application before consideration is made by the Bank concerned.

### **Season Ticket Loans**

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The function of the Scheme is to assist members of the Staff in paying for Railway Season Tickets by making an interest free loan available to them.

After completion of their probationary period, on application, cheques will be issued by Financial Control for periods of three, six, nine or twelve months, payable to the Transport Authority concerned. Repayments will be made on a monthly basis by deduction from salary.

Applications will be made by completing the standard form which must be returned to Personnel at least ten days before the date the ticket is to commence from.

Staff who leave the Company during the currency of a Season Ticket loan must clear the outstanding debt before they leave ; if need be, the outstanding amount will be deducted from final pay.

This is a facility that will only be extended to permanent members of staff.