

HR Operations Team Guidance

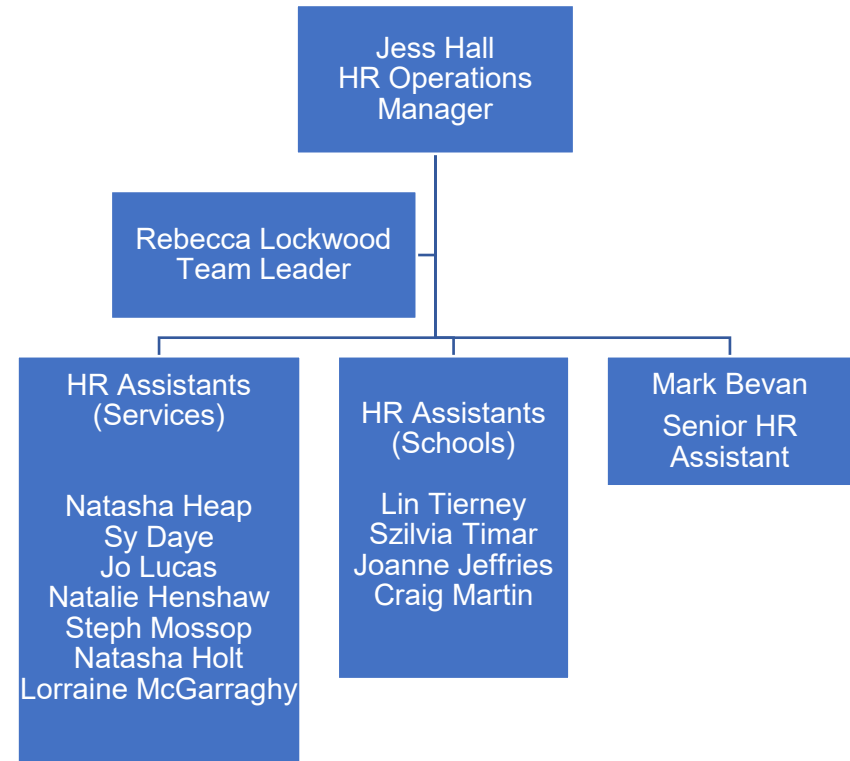
Our Team:

- Main inbox - HROperations@bury.gov.uk
- Phone number – 0161 253 6501




Please ensure that you email the HROperations@bury.gov.uk email, do not email team members directly as these emails cannot be picked up if they are absent.

Other Key Contacts



- HR Business Partners:
 - Sue Roberts S.Roberts@bury.gov.uk or 0161 253 5632
 - Sheila George S.George@bury.gov.uk or 0161 253 5645
 - Sarah Wilkinson S.Wilkinson@bury.gov.uk or 0161 253 5662
 - Joanne Barrett J.C.Barrett@bury.gov.uk or 0161 253 5621
- Payroll – Payroll@bury.gov.uk and Pensions – Pensions@bury.gov.uk 0161 253 5015







HR Operations Team Guidance

Processes	Summary	Guidance / Forms
<p>Absences - Sickness</p>	<p>Where staff are absent from work due to sickness or other reasons, this should be recorded on iTrent. Please ensure you select the correct reason so any unpaid absence is deducted.</p> <p>Payments (Non Teachers)</p> <ul style="list-style-type: none"> • During 1st year of service 1 month's full pay and (after completing 4 months service) 2 months half pay • During 2nd year of service 2 months full pay and 2 months half pay • During 3rd year of service 4 months full pay and 4 months half pay • During 4th and 5th year of service 5 months full pay and 5 months half pay • After 5 years' service 6 months full pay and 6 months half pay <p>School support staff are over a one year rolling period.</p> <p>Payments (Teachers)</p> <ul style="list-style-type: none"> • During 1st year of service 25 working days full pay and (after completing 4 months service) 50 days half pay • During 2nd year of service 50 days full pay and 50 days half pay • During 3rd year of service 75 days full pay and 75 days half pay • During 4th year of service 100 days full pay and 100 days half pay • During 5th year of service 100 days full pay and 1 year working days half pay <p>Teachers are over a one year rolling period.</p>	<p>Guidance for recording sickness</p>  <p>iTrent - Bury_Sickness_Guide_</p> <p>Guidance for recording other leave</p>  <p>iTrent - Bury_Other_Leave_Gu</p>
<p>Advertising</p>	<p>Adverts will be placed on Greater Jobs, within 5 working days following receipt of a complete advert pack.</p> <p>Home greater jobs</p> <p>Paperwork that should be provided:</p>	<p>Advert flow chart</p>  <p>Advert Flowchart (School).docx</p>





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	<ul style="list-style-type: none"> • Advert request form including Advert text • Job description & person specification • Application form if school specific <p>Unfortunately we are no longer able to advertise on the TES platform since they have introduced a subscription service. Please visit Teacher and School Recruitment Tes for more information.</p> <p>Social Media – To promote vacancies, we have the below social media accounts. If a manager requests for posts to be done, please pass to a Team Leader.</p> <ul style="list-style-type: none"> • Facebook - Bury Council Jobs & Opportunities @BuryCouncilJobs • Twitter - Bury Council Jobs @burycounciljobs 	<p>Advert Request Form</p>  <p>Advert Request Form Schools.doc</p>
<p>Amendments to contracts</p>	<p>For any changes to existing contracts, a contractual amendment form should be completed:</p> <ul style="list-style-type: none"> • Act up • Additional Post • Career Progression • Change of Hours / Working Weeks • Change to Additional Payments • Change to Working Pattern • Extension to contract or contract made permanent • Internal Appointment / Transfer • Job Evaluation (Regrade) • Redeployment • Restructure • Secondment <p>Forms must be sent by the 1st of the month, to be done in time for that month's payroll</p>	<p>Contractual Amendment Form (Schools)</p>  <p>Contractual Amendments Form (S)</p>

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Processes	Summary	Guidance / Forms
Family Friendly Initiatives	Where staff are absent from work due to family friendly initiatives including maternity/paternity, this should be recorded on iTrent.	Guidance for recording family friendly leave  iTrent - Bury_Family_Friendly.
Leaver / End of Contract	For employees who leave or a temporary arrangement comes to an end, a leaver or end of contract form should be completed. Forms should be sent as soon as possible to prevent any overpayments.	Leaver or End of Contract Form (Schools)  Leaver or End of Contract Form (Schools)
New starters (Schools)	For new starters, a new starter form and the following pre-employment checks should be completed: <ul style="list-style-type: none"> • Application form • Proof of right to work • Proof of NI Number • Qualifications including Teacher DFE numbers • Completed DBS form & supporting ID • Rehab of offenders form • Bank Credit Form • P45 or P46 • References <p>The HR Operations team will arrange a DBS check and medical clearance following notification from the school.</p>	New Starter Form (Schools)  New Starter Form (Schools).xlsx Bank Credit Form  Bank Credit Form.doc P46

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Processes	Summary	Guidance / Forms
	<p>Please note all documentation must be sent to prevent any delays to payment. New starters will not be paid if they are not DBS cleared.</p> <p>Forms must be sent by the 1st of the month, to be done in time for that month's payroll.</p>	<div style="text-align: center;">  P46 Starter Checklist 2022.docx </div> <p>DBS ID Guidelines & Evidence form</p> <div style="text-align: center;">  DBS ID Guidelines & Evidence Form.docx </div> <p>Rehab of Offenders</p> <div style="text-align: center;">  Rehab of Offenders Act Form.doc </div> <p>Childcare Disqualification</p> <div style="text-align: center;">  Childcare disqualification declar </div>