

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS

Terms & Conditions

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Changes to Civilian Terms and Conditions

In DIB 2013/16 the HR Directorate announced its intention to make the following changes to civilian Terms and Conditions of Service (TACOS):

- Removal of the automatic right of new joiners to request flexible working hours (also known as flexi-time); and
- Re-branding of 1.5 days privilege leave into annual leave for all Broader Banded, Skill Zones Grades and members of the SCS.

(Exception: The re-brand does not apply to Shift or Rostered Workers, and some Medical Grades).

These changes will take effect from **1 July 2013**. For full information on the changes please see 2013DIN01-129

Staff affected by the re-branding of the privilege days, please ensure you update your HRMS annual leave record to reflect this change in annual leave.



Employee Relations Reform

On 1 July 2013 changes were made to Facility Time (FT) arrangements in the MOD. These changes are Cabinet Office-led and came about as a result of Government-wide consultation and as such, all Government Departments are required to implement these reforms.

These changes to FT arrangements include:

- more rigorous monitoring and reporting;
- employees to spend at least 50% of their time in an MOD role when taking on a trade union role;
- in the first year, the cost of facility time should not exceed 0.1% of the pay bill;
- and no more full time Trade Union (TU) representatives unless exceptionally approved by PUS.

In addition, the Employee Relations policies (concerning the relationship between the employer; employees; and Trade Unions and Staff Associations, which represent employees) have been reformed to bring them more in line with other Government Departments. These changes cover three main areas: TU engagement, Formal Disagreements, and TU Whitley.

More information on all of these changes can be found on the People Services website under Diversity and Employee Relations > Employee Relations.



Simplifying HR policies

As part of Transforming Defence and Civil Service Reform, HRD is working to provide easy to follow policies and processes with handy checklists to help line managers and employees.

Following the introduction of revised Performance Management and Managing Poor Performance policies in April, the next set of simplified HR policies were launched on the **1 July**.

These included Misconduct; Grievance; and Special Leave (excluding Career Breaks and Study Leave).

Work has also started on JSP 763 -*The MOD Bullying and Harassment Complaints Procedures* to align it with the new grievance policy.

In addition, and although there has been no change to the overall policies, the guidance for both Gifts, Reward and Hospitality, and Keeping in Touch have also been revised.

Further details can be found in the June/July issue of *Defence People* and on the People Services website.

NB. Any individuals who were part way through any of these processes prior to the 1 July change, will need to ensure they familiarise themselves with the new policy.



Pay Statement Online

Available: 24 July 2013

Real Time Information (RTI)

From 1 July 2013, the MOD will be reporting every civilian's pay details to HM Revenue & Customs (HMRC) via Real Time Information* (RTI). Under RTI this means the MOD will report details of:

- all pay (including basic allowances and overtime);
- deductions in respect of overpayment, or strike days; and
- tax and NI contributions.

When, or before, payments are made and not at the end of the tax year, as is current practice.

* RTI is a legislative programme in support of Universal Credit, and all employers will be reporting the earnings of their employees by October 2013.



Line Manager's Corner: Overpayments

As a line manager sometimes you may receive little or no notice of a staff member leaving. In this event it is essential that DBS Civilian HR is informed as quickly as possible to avoid an overpayment of salary.

If you have access to HRMS **you must:**

- Input the termination into HRMS **immediately**, by following the file path: Manager Self Service > Job & Personal Information > Terminate Employment.
- Select the employee and on the next screen input the effective date of termination (the day after their last day at work)
- Select the reason from drop down list.

This will close the employee's HRMS account (and therefore pay account) on the day of termination.

In the same situation an HR Form 034 may not be actioned for several days or longer depending on the time it takes to reach DBS Civ HR.

If you do not have access to HRMS **you must:**

- contact DBS **immediately**, either by telephone on 93345 7772 (Mil) or 0800 345 7772 (STD) or through the online Contact Us form on People Services

It is important to remember that the later you are informed (in month) the more important these line manager actions are. **If the employee has a debit of either annual leave or flexi it is important that you inform DBS** by telephone on 93345 7772 (Mil) or 0800 345 7772 (STD) so it can be reclaimed from their final salary.

Overpayments can also occur if periods of employee sickness absence are not closed. As a line manager you can use HRMS to open and close sick absences. Guidance on this can be found under People Services > Health, Wellbeing and Sickness > Reporting and Managing Sick > Report and certify sickness absence.



Did You Know...

... if you are leaving the MOD and want to change your last day of service, this may incur a charge by your Pension's Administrator?

Your line manager must liaise with DBS Civilian HR Leaving Services before agreeing to change the date, to ascertain if a charge will apply and confirm if budgetary approval is required to meet this cost.

More Information:-



Ministry
of Defence

DBS Civ HR Contact Centre
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 747772

Forgotten your HRMS Password?



Don't worry. Simply click on the Forgotten HRMS Password? link on the log in page of HRMS to reset your password.

It is just four simple steps:

- Enter your staff number;
- Enter your work-personal email address (e.g. Joe.Bloggs123@mod.uk) confirming it when prompted;
- Provide the answer to your security question; and
- Select "Submit."

A temporary HRMS Password will then be emailed to your work-personal email address.

Follow the instructions on the email and bear the following key points in mind:

- you must use the HRMS link provided in the email (do not use a previously saved HRMS link);
- copy the temporary password from right to left to ensure it contains no spaces and then paste this into the 'Password' field (ensure there are 10 dots showing) then click Sign In;
- Paste the previously copied password into the 'Current Password' field; and
- create your new password and click on 'Change Password.'

Pension Services - Contacting My Civil Service Pension (MyCSP)

With effect from 1 July 2013 My Civil Service Pension (MyCSP) will be changing their contact details.

Therefore, from this date, please ensure that all your pension enquiries are submitted either:

- via email to: ContactCentreC@MyCSP.co.uk
- by telephone on: 0845 850 0715 (STD) or 01903 835 901 (Overseas)
- or by post to:
MyCSP
PO Box 2019
Liverpool L69 2DD

For further information on MyCSP please visit: www.mycsp.co.uk



Editorial Team, 60 Second Digest

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