



# Final Measures to be adopted when HMRC employees transfer into DWP

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The purpose of this note is to set out the Final Measures which the DWP will apply to employees who are transferring into the DWP on **01/10/2017**. The transfer to DWP may result in changes to existing practices and in some cases, limited changes to terms and conditions. However, unless otherwise indicated, employees will retain their terms and conditions as at the date of the transfer including their contractual pay entitlement and continuity of service.

## Section 1: Retain existing HMRC procedures

All reference to the protection of existing terms and conditions will be those that were in place within HMRC **at the point of transfer**.

### Basic Annual Salary

- 1.1 Your current basic annual salary will remain at the same rate when you transfer to DWP. For administrative purposes you will be allocated a DWP pay grade equivalent to the HMRC pay grade as follows:

Department for Work and Pensions (DWP)	AA	AO	EO	HEO	SEO	Grade 7	Grade 6
HM Revenue and Customs (HMRC)	AA	AO	O	HO	SO	Grade 7	Grade 6

If, as a result of the allocated DWP grade your HMRC salary is above the DWP payscale maximum for that grade, your basic annual salary will remain the same.

### Method of payment

- 1.2 Your salary will be paid into a bank or building society by credit transfer.

### Pension

- 1.3 You will remain in the Civil Service Pension Scheme and the administration remains with MyCSP.

### Hours of Work

- 1.4 On transfer to DWP your contractual working pattern will not change unless your current hours of work are not compatible with the opening times of the Universal Credit operating hours. This will be discussed on an individual basis prior to transfer. If you wish to change your working pattern in the future your request will be considered in line with DWP policy.



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### Overtime

1.5 There will be no change to the overtime rate payable at present by HMRC, see Annex A.

### Loyalty and Recognition Award

1.6 On transfer to DWP your entitlement to Loyalty and Recognition Awards will be based on the current HMRC scheme, see Annex A.

### Annual Leave Entitlement

1.7 When you join DWP your annual leave entitlement will be calculated on the HMRC policy in place at the point of transfer. There will be no changes to your leave year and your annual leave start and finish date will not change. You will bring with you your outstanding leave balance, flexi leave and any Time Off in Lieu (TOiL) that has been accrued but not taken. Excesses, deficits and TOIL must be reasonable and in line with HMRCs policy.

Arrangements for carry-over of leave between leave years and earning additional leave through your length of service will continue as set out in your current contract of employment. Requests for annual leave, flexi leave and TOIL will be managed in line with the DWP annual leave and flexible working policies.

If you have approved banked leave, this will be retained on transfer. If you banked leave before the facility was brought to an end, you must use it by 31 March 2019 in line with the HMRC policy. You should make a request to your line manager to take banked leave who will make the normal considerations around business need and the leave plans across the team. Banked leave will be managed in line with existing HMRC policies.

### Public and Privilege Holidays

1.8 DWP will replicate the number of public and statutory holidays you currently receive in HMRC.

### Sick Pay and Management

1.9 DWP will replicate your HMRCs sick pay entitlement. DWP's absence management policy and procedures will apply on your transfer to DWP, see Annex A.

### Parental, Maternity, Paternity and Adoption

1.10 You will be entitled to parental leave, maternity leave; paternity leave and adoption leave and pay (where there is eligibility) under the terms of your current employment contract, see Annex A.



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### Mobility and Additional Travel Expenses

- 1.11 On transfer, the mobility conditions in your current employment contract will apply. See Annex A.

### Other Allowances

- 1.12 You will not be entitled to any other DWP allowances that are not currently payable under current employment terms.
- 1.13 You may be asked to temporarily work in a higher grade (Temporary Promotion in HMRC) than that originally allocated. This can only happen where you voluntarily agree to do so. Your terms and conditions will not change and you will retain your salary. You will receive, in addition, any acting up allowance that forms part of your current contract of employment.

### Notice Period

- 1.14 DWP will replicate the HMRCs notice period policy, See Annex A.

## Section 2: Changes to terms and conditions – measures

### Pay Awards and Pay Settlement Date

- 2.1 Pay awards for employees not on DWP terms are subject to review/negotiation on an annual basis. Your future annual pay review will be carried out in parallel to the main DWP pay review. Your pay settlement will be applied in parallel with the DWP Pay Award, backdated to 1 June for the first year only. Your first pay review with DWP will be in July 2018.

## Section 3: Adopt DWP procedures

### People Performance

- 3.1 When you join DWP you will be managed under the DWP's people performance policy. Details will be given to you when you join and there are E-learning packages on the DWP Intranet which will help you to understand the system and your responsibilities as a job holder.

You may be entitled to an end of year performance award subject to the DWP eligibility rules. These awards are determined as part of the pay negotiation process and, consequently, are subject to change on an annual basis



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### Expenses

- 3.2 If you incur expenses in relation to your work, such as travel, mileage rates or overnight stays, you will be reimbursed at the rates, under the rules and by the methods that apply as described in DWP policy.

### Management Procedures

- 3.3 DWP operates management procedures in the following areas which will apply to you when you join DWP:
- Discipline, Managing Poor Performance and Grievance Procedures.
  - Standards of Behaviour, including use of computer equipment, electronic media policy, standards of propriety. This also details how you should use official information which is compliant with the requirements under Data Protection.

DWP has specific working practices and policies about dealing with colleagues and the public, including diversity, equal opportunities, discrimination, harassment, political activities, TU activities outside work, security of information and health & safety.

### Flexible Working Hours

- 3.4 On transfer to DWP you will have access to the DWP Flexible Working Hours (FWH) Scheme that operates in the Universal Credit business area.

### Special Leave

- 3.5 On transfer to DWP requests for Special Leave will be managed in line with the DWP policy.

DWP will allow individuals to make a request under the HMRC Care Leave policy only where HMRC have confirmed an individual's eligibility to the Care Leave reserved right as part of the transfer.

This will be specified within the line manager pack issued to support the transfer.

### Dress Standards

- 3.6 DWP businesses have the freedom to introduce their own dress standard, tailored to the context and environment within which their services are delivered. You will be expected to comply with any dress standards operating within your DWP location.



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### Age Retirement

- 3.7 DWP does not have a mandatory retirement age. You do not need to request to work beyond State Pension Age and DWP will assume you wish to continue working until you request to retire.

### Redundancy Payments

- 3.8 As per HMRC policy, DWP also adheres to Cabinet Office protocols on avoiding and handling redundancy situations. Following transfer, any redundancies would be managed under the Cabinet Office Protocols. Payments would be made in accordance with the Civil Service Compensation Scheme (CSCS) rules at the time of redundancy.

### Advance of salary – Cycle to Work Scheme

- 3.9 You will be eligible to apply for a DWP salary advance and make use of the DWP employee discount scheme to purchase a bicycle. The DWP salary advance offers up to £1,000 to purchase a bicycle and/or safety related equipment for travel between your home and office. The cost of insurance cannot be included. The loan is recovered from an employee's salary over a 12 month period.

### 3.10 Advance of salary – Purchase of season ticket

- 3.11 On transfer to DWP you will be eligible to apply for a DWP advance of salary to purchase a season ticket for public transport in line with DWP policy. Advances for season tickets are limited to the cost of the ticket and are recoverable over the period of the ticket. Advances must be used only for the purposes for which they were made.

### Learning & Development

- 3.12 DWP is committed to helping people continually develop the knowledge and competencies they need to do their jobs effectively and develop as individuals. DWP Learning and Development Policy will apply allowing employees to access a wide range of learning and development products and opportunities.

### Employee Assistance Programme

- 3.13 You will have access to the DWP employee assistance programme, (known as Health and Wellbeing in HMRC).



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### **Eye-Care**

- 3.14 You will have access to the DWP corporate eye care contract that offers DWP staff a full free eyesight test at 2 yearly intervals. We will meet the first £50 cost of VDU glasses or a free pair from a selected range from our eye care contractor.

### **Discount Scheme**

- 3.15 You will have access to the DWP employee discount scheme.

### **Childcare Vouchers**

- 3.16 DWP operates a salary sacrifice scheme to pay for childcare vouchers which transferring staff will be able to join.

### **Trade Union Recognition**

- 3.17 Trade Unions recognised to represent employees in DWP are the Public and Commercial Services Union (PCS), the FDA and Prospect. Although it is a personal decision whether or not to join a trade union the DWP encourages its employees to join a trade union but recognises individual choice.

### **Death in Service**

- 3.18 DWP operates the same policy as HMRC; death benefits are dependent on the pension scheme the employee is in. The most up to date information on death benefits is held on the Civil Service Pensions Website.