



CPS Employment Terms and Conditions

Rival gangs

A nervous community

A watching nation

Can you deliver justice?



A devastated parent
A distraught eyewitness
An outraged public
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We are delighted you have expressed an interest in a role at the Crown Prosecution Service. Delivering justice is a complex pursuit with work that is sometimes emotionally challenging, which is why it's of paramount importance to us that we hire those who share our ability to think objectively and act both professionally and fairly in all we do. It's these traits, and more, that we look for in our people.

To gain an insight in to our culture and working environment, have a look at our careers website at <http://bit.ly/1Npn3uL>

We hope you'll see how committed we are to making sure you can make the most of your time in and outside of work. As your career develops with us, you can also expect to find the opportunities to progress, to use your judgement, to make decisions and to tackle evermore challenging and varied work; all in a supportive and collaborative environment that has been designed so you can thrive.

CPS TERMS & CONDITIONS

Annual Leave

In addition to public holidays and one privilege day (which currently • total nine per annum) your paid

annual leave allowance will be 25 days per annum, rising to 30 days after 5 years of service (annual leave is capped at 30 days) If you are required to be on duty on a public holiday, you may be given time off in lieu plus a payment in compensation. If you are required to work on a privilege day, you may be allowed an alternative day in lieu.

PUBLIC AND PRIVILEGE DAYS

In addition to annual leave you are entitled to eight days of public holidays, these being:

- New Year's Day
- Good Friday
- Easter Monday
- Early May Holiday
- Spring Bank Holiday
- August Bank Holiday
- Christmas Day
- Boxing Day

(i) Where Christmas Day, Boxing Day or New Year's Day occur at weekends other days will be designated in lieu.

In addition to the above you are entitled to one privilege day, this being:

The Queen's Birthday holiday; which will be fixed on the Tuesday

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following the late May bank holiday

Maternity Leave

You are entitled to 26 weeks' Ordinary Maternity Leave from the first day of employment provided you meet the statutory eligibility criteria. You may be entitled to up to 39 weeks' Statutory Maternity Pay or Maternity Allowance in the event that you meet the statutory qualifying criteria.

You will qualify for CPS Occupational Maternity Pay at the rate of your normal salary (inclusive of Statutory Maternity Pay if applicable) provided you have at least 52 weeks' continuous service in the Civil Service and are in paid service at the time maternity leave begins and state your intention to return to work after maternity leave and give a written undertaking to repay occupational pay should you not return to work.

If you are eligible for Maternity Allowance (this may be paid if you are not eligible for Statutory Maternity Pay), Occupational Maternity Pay will be reduced by the amount of the Maternity Allowance. Entitlement to Occupational Maternity Pay will cease upon termination of your employment for whatever reason.

Detailed provisions relating to Maternity Leave are set out on 'Inside HR' on the CPS Infontet.

Paternity Leave

You will be entitled to 2 weeks' Paternity Leave on each relevant occasion, or until the end of your contract, from the first day of employment provided you meet the statutory eligibility criteria. You may be entitled to Statutory Paternity Pay during this period in the event that you meet the statutory qualifying criteria.

Adoption Leave

You are entitled to 26 weeks' Ordinary Adoption Leave from the first day of employment provided you meet the statutory eligibility criteria.

You may be entitled to up to 39 weeks' Statutory Adoption Pay in the event that you meet the statutory qualifying criteria.

Shared Parental Leave

You will be entitled to Shared Parental Leave provided you meet the statutory qualifying criteria.

To qualify for CPS Shared Parental Pay, you must have completed 52

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weeks' qualifying service and given a written undertaking to repay occupational pay should you not return to work and be in paid service at the time your Shared Parental Leave begins.

Trade Unions

The Civil Service attaches importance to ensuring effective consultation and involvement of staff. It is, of course, a personal decision whether or not to join a trade union. But the Civil Service encourages staff to join an appropriate trade union to play an active part within it, making sure that their views are represented. The trade unions recognised by the Crown Prosecution Service are the FDA and the Public and Commercial Services Union (PCS).

Jury Service

In accordance with the Criminal Justice Act 2003 all employees of the Crown Prosecution Service are eligible for jury service in trials where the Crown Prosecution Service is not the prosecuting authority, unless otherwise instructed by the court. On receipt of, and in response to the summons, you must identify yourself as an employee of the Crown Prosecution Service and

unless otherwise instructed by the Courts you should attend for jury service as advised. See CPS' Code of Conduct for further details. If, after leaving the Department, you are summonsed for jury service and sit on a jury where the case is familiar to you, or you know, in any way, the individuals involved in the case in which you are sitting you must declare this to the Court at the earliest opportunity. Unless otherwise instructed by the Court, you should attend for jury service.

Equal Opportunities

The CPS is committed to equality of opportunity in all aspects of the employment relationship. All employees have a responsibility to ensure that no discrimination takes place on the grounds of gender, marital status, gender reassignment status, disability or a reason relating to disability, race, national origin, ethnic origin, colour, nationality, sexual orientation, religion, belief or age.

Discrimination, abuse of, or failure to observe CPS policy will result in disciplinary action being taken, including summary dismissal in serious cases.

Cyber crime
Money laundering
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Hours

Depending on business need, you may be required to work your daily hours any time between the Normal Operating Hours which are 07:00 to 19:00 Monday to Friday.

Change in working hours for London and St Albans

Working hours for London/St Albans is currently 36 hours net. These hours of work will change to 37 hours net, with effect from 1 April 2020.

Health & Safety

The CPS recognises and accepts its responsibilities to provide a safe and healthy workplace environment for all its employees and other persons affected by its activities. You must familiarise yourself with Health and Safety Manual, take care of your own health and safety and ensure that others are not endangered by your acts or omissions.

Sick Absence

Evidence of incapacity and cause must be provided throughout any

period of sick absence to qualify for sick pay, which may be refused if this evidence is not provided, as follows:

- Periods of one to seven calendar days' sick absence may be self-certified
- The Department requires medical evidence of incapacity and cause, certified by a qualified practitioner, for sick absence exceeding seven calendar days.
For the avoidance of doubt, any Statutory Sick Pay (SSP) due will be paid for the relevant period in each tax year although any sick absence on full pay will be deemed to include any statutory sick pay which may be payable.

If your attendance is unsatisfactory because of frequent or continuous sick absence, your suitability for continued employment may be reviewed.

You may be entitled to sick pay subject to length of service as set out in the table below, to a maximum of 12 months' sick pay in a four year rolling period.

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Up to 1 years' service - 31 days at full pay then 30 days at half pay

After 1 years' service - 61 days at full pay then 61 days at half pay

After 2 years' service - 92 days at full pay then 91 days at half pay

After 3 years' service - 122 days at full pay then 122 days at half pay

After 4 years' service - 153 days at full pay then 153 days at half pay
After 5 years' service - 182 days at full pay then 183 days at half pay

Pension Arrangements

As soon as you start your new job, you are eligible to join the Civil Service Pension arrangements.

We offer you a choice of two types of pension:

- Alpha. This is a defined benefit occupational pension scheme. Details of the contributions you will pay are shown on the Civil Service Pension's website: www.civilservicepensionscheme.org.

uk/members/contribution-rates
As your employer we also make a substantial contribution. As your employer we also make a substantial contribution.

- Partnership pension account. This is a stakeholder pension with a contribution from us. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related employer contribution mentioned above.

You do not have to join the Civil Service Pension arrangements. If you opt out, you will still build up benefits in the State Pension. But if you are considering opting out we strongly recommend that you read the starter pack before you make any decision.

Please note: The Pensions Act 2011 requires all employers to automatically re-enrol all workers who are not currently in a qualifying pension scheme periodically

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(usually every three years), from the employer's staging date. A copy of the factsheet can also be found on the Civil Service Pensions website:

www.civilservicepensionscheme.org.uk/underpublications

Death in Service

Death Benefit Nomination:
Employees can nominate a beneficiary to receive any lump sum benefit which may be payable. The nomination form can be obtained from the member forms section of the Civil Service Pensions website

Flexible Working

The CPS is committed to achieving improved business benefits while improving the work-life balance of all employees. When effectively managed, working flexibly to improve work-life balance can lead to improved service delivery and/or productivity.

Overtime

If overtime is necessary, employees

will be invited to volunteer. It is a condition of contract that you are available to work overtime for one weekend in every four, if there are insufficient volunteers, you will be required to work overtime if requested to do so by your line manager.

Terms & Conditions for OGD Transfers (Other Government Departments)

All staff joining from other government departments will transfer to the CPS' terms & conditions.

Continuous Service

Your employment with your current department and any other previous civil service departments will count as part of your continuous period of employment for the purpose of employment protection legislation.

Leave allowance

This will be calculated using your civil service start date. CPS leave entitlement is 25 days per annum, rising to 30 days after 5 years of

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service (annual leave is capped at 30 days).

Pension Arrangements

As you are transferring between employers who offer the Civil Service pension arrangements you will continue to be covered by those arrangements for the duration of the appointment. You will remain in your chosen pension scheme.

Pay

Please note that if you are joining CPS as a lateral transfer (i.e. at the equivalent grade to that in your existing department) your basic salary will remain the same providing it falls between the CPS pay range minimum and maximum for the equivalent grade.

If the published location of the CPS post is London or Hertfordshire any Recruitment and Retention Allowance (RRA) advertised will be considered against any similar London allowances that may have been previously consolidated by your existing department. Your

salary will then be adjusted accordingly.

If there are any other location or role-specific allowances in payment at the date of transfer these will be subject to review and may cease on transfer to the CPS

If you are joining CPS on promotion the principles above will continue to apply with regards to the payment of RRA or other allowances. Your salary on promotion will be assessed as the greater of your current salary +10% or the pay range minimum as specified in the advert.

The CPS has both London and National pay ranges for the Civil Service equivalent grades of Administrative Assistant up to and including Grade 6. The geographical location of the advertised post as well as any location-specific pay that may have applied in your existing department will determine your final starting salary.