

DEVON AND CORNWALL POLICE

PCSO TERMS AND CONDITIONS

SALARY

The salary is scale 4 which ranges from £16,203 to £17,967 plus 12.5% shift allowance.

HOURS OF WORK

The normal working week for a full-time member of police staff is 37 hours. You are required to take a break of at least 30 minutes during your working day, which is unpaid.

If you are an employee working reduced hours, or undertaking a flexible working pattern and work continuously for a period of six hours or more, you are required to take a break of at least 30 minutes during your working day, which is unpaid.

ANNUAL LEAVE AND PUBLIC HOLIDAYS

Annual leave and public holidays are pro rata to your hours of work. The annual leave year runs from 1 April to 31 March. Basic annual leave is 22 days per year. If your employment commences or ends part of the way through the annual leave year or you work reduced hours, or your entitlement increases due to length of service, your leave entitlement will be assessed on a pro rata basis. Full details can be found in the Police Staff Handbook available from your Personnel Unit and the HR Intranet.

Basic entitlement	22 days
On the 5th anniversary of starting employment	27 days
On the 10th anniversary of starting employment	28 days
On the 15th anniversary of starting employment	29 days
On the 20th anniversary of starting employment	30 days

PENSIONS

All employees over the age of 16 appointed to employment covered by the Local Government Pension Scheme (LGPS) have the choice of joining the scheme or of not becoming a member.

The Local Government Pension Scheme is contracted out of the State Second Pension. If you choose not to become a member you will automatically pay into the State Second Pension unless you have made arrangements for a personal pension scheme.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 we, as an employer, have a duty to ensure the health and safety of employees. Similarly, you have a statutory duty to comply with health and safety requirements and to take care to maintain your health and safety and that of your fellow employees. You must ensure your familiarity with the Safety Policy Handbook and Health and Safety Policies available from your Personnel Unit and the HR Intranet.

The organisation operates a non-smoking policy (D114 Smoking at Work available from your Personnel Unit and the HR Intranet). Any employee smoking in the organisation's vehicles or premises save in designated smoking areas will be committing a disciplinary offence.

MEMBERSHIP OF A TRADE UNION

You have the right to join a trade union and to take part in its activities.

FINGERPRINTS AND DNA ELIMINATION

If, during the course of your employment, you are likely to become involved with prisoners, a crime scene, the handling of recovered property or exhibits, you will be required to provide a set of fingerprints and a DNA sample for elimination purposes.