

KEY EMPLOYMENT POLICIES

EMPLOYEE INFORMATION BRIEFING

SPECIAL ISSUE: JUNE 2016



NEW POLICY



POLICY REVIEW



REGULAR REMINDER

UNAUTHORISED ABSENCE AND FRAUDULENT CLAIMS

PURPOSE

This is a reminder for staff that the practice of 'job and finish' is not a recognised or authorised working practice in the council and that any informal arrangements of that nature that may currently be in operation should cease with immediate effect.

For the purposes of this briefing, job and finish refers to circumstances where an employee who is authorised to work over - time, completes the task(s) early but instead of claiming payment only for the actual time worked, submits an inflated claim based on an estimated finish time. Claims submitted in this manner will be treated as fraudulent and employees found to be engaging in this practice will be subject to investigation under the council's [Disciplinary Procedure](#). Equally, managers who encourage or condone such practices will similarly leave themselves open to disciplinary action.

Employees are also generally reminded that absence from the workplace / work site during scheduled working hours must be authorised by the appropriate line manager or supervisor.

KEY INFORMATION FOR EMPLOYEES

Absence During Normal Working Hours

- Where you finish your allocated duties on any given working day before the end of your normal shift, you should advise your Supervisor who will determine whether there are other tasks for you to undertake during the remainder of your shift.
- Absence from the workplace during normal working hours excluding unpaid meal breaks to which you are entitled under your contract of employment, must be authorised by you line manager or supervisor in accordance with the relevant council policy for authorised leave or time off.

Over – Time Working/Claims

- You are contractually entitled to payment only for those hours which you work and any attempt to claim payment for unworked hours will result in potential disciplinary action being taken against you. For example, where you are authorised to undertake a task on overtime and you estimate that the work will take you 4 hours but you complete the job in 2 hours, the overtime payment you are entitled to claim is for 2 hours only.

- The council's [Disciplinary Code](#) states that you may be summarily dismissed on the grounds of misconduct for dishonest or fraudulent acts;

eg. deliberate falsification of time sheets, clock cards or other attendance records, work records, expenses claims or other records, whether manual or computerised, relating to the financial transactions of the council.

- The information points in this briefing in relation to over-time working apply specifically to your substantive post. The briefing **does not apply** to your participation in any additional election duties for which there is a pre-authorised fixed fee arrangement in place.

COMMUNICATION AND ROLL OUT ARRANGEMENTS

- Managers should ensure that all employees have been briefed on this communication and that they fully understand its content.
- Employees should also be advised that this briefing script and the council's Disciplinary Code can be found on Mytoolkit which is accessible from work and home at: <http://www.westlothian.gov.uk/article/2200/Policies-Procedures-and-Guidance>
- Hard copies of specific council employment policies can also be made available on request to any employee's line manager.