

**GREATER MANCHESTER CONTINUOUS SERVICE COMMITMENT  
FOR APPOINTMENTS MADE ON OR AFTER 01 APRIL 2018  
FREQUENTLY ASKED QUESTIONS FOR APPLICANTS AND EMPLOYEES**

**What is the Greater Manchester (GM) Continuous Service Commitment?**

This Commitment is a voluntary agreement to recognise continuous service across a variety of public sector organisations across Greater Manchester from 01 April 2018.

**What is changing?**

Greater Manchester's public sector employers, including NHS organisations, local Councils, Greater Manchester Fire and Rescue service, and Transport for Greater Manchester, are working together to make it easier for their staff to move around the region and keep their service related benefits.

Previously, if you moved from one employer to another in the same area (Council to Council or NHS to NHS), your service remained continuous, but not if you moved across areas (Council to NHS or NHS to Council).

However, public sector employers in Greater Manchester have agreed to recognise service with another employer in another area of the public sector. This means, for example, if you move from a job in a Council to a new job in the NHS (or the other way) from 1 April 2018, without a break, your service will be treated as continuous. You can find the list of employers who have agreed this at the end of the document.

**What is continuous service?**

Continuous service is the accumulation and recognition of previous service with another organisation, which can be carried with an individual from one employer to another, where there has been no break in service.

The date of an individual's continuous service date can influence their entitlement to some occupational benefits, such as annual leave, sickness schemes and maternity schemes. Therefore, the ability to recognise service from a wider number of public sector organisations will be advantageous to employees when occupational benefits increase in line with length of service.

Currently, recognition of continuous service for voluntary moves within the same type of public sector organisation exists, for example, voluntary moves **within** different NHS employers. However, currently there are no regulations or principles that allow for service to be recognised for voluntary moves **across** the various public sectors i.e. voluntary moves between Councils and the NHS or TfGM.

The impact of this Commitment is that continuous service will now be recognised if an employee voluntarily resigns from one of the organisations in scope, and begins employment at another organisation in scope, without having a break in service.

**Why has this been introduced?**

The way public services are delivered in Greater Manchester (GM) is changing; the organisations that provide them are working more closely together to make the area a better place to live and work.

As the organisations delivering public services work together more closely, it is important that our employees are able to work across different organisations, use their skills and knowledge to develop new ways of working together and support the people who use our services. This will also give you an increased opportunity to develop your existing skills and potentially your career. To do this, organisations across Greater Manchester (listed below) have agreed to recognise continuous service for voluntary moves to new jobs with supporting organisations from 1 April 2018.

### **What counts as a break in service?**

A break in service happens when there is a week (Sunday to Saturday) or more between finishing work with one employer, and starting with a new employer.

### **Which occupational benefits are included?**

If your new employers occupational sick pay, maternity/adoption/paternity pay and annual leave schemes are linked to service, all previous continuous service will be recognised when setting your entitlement in the new organisation. Your new employers benefit schemes will apply which may be different to your previous employers scheme. The amount payable will be paid in line with local arrangements.

There may be other service related benefits that your new employer will also recognise your continuous service for, such as long service awards, voluntary exit schemes (e.g. by way of voluntary severance, voluntary redundancy, mutually agreed resignation scheme, etc.) and you should check with your new employer if this is the case.

### **How does this Commitment affect entitlement to a statutory redundancy payment?**

You will be entitled to statutory redundancy if you have been employed for at least two years by your current employer, and any other employers that are included in statutory regulations. Therefore if you move from a Council to a Council, or NHS to NHS, your length of service will be counted as long as it equates to two or more years for the purposes of statutory redundancy eligibility, and the calculation of a statutory redundancy payment.

If you move from a Council to NHS, or vice versa, you will need to satisfy the two year rule again in order to be entitled to statutory redundancy.

For the impact of the Commitment in circumstances of an employees agreed voluntary exit (e.g. by way of voluntary severance, voluntary redundancy, mutually agreed resignation scheme, etc.) please refer to the question entitled '*which occupational benefits are included?*' above.

### **Will this Commitment affect my pension?**

Pensions are not covered under this Commitment and therefore you should check with your new employer what impact changing employers may have on your current pension scheme. Information is available from your pension scheme and your employer, and you may wish to seek independent financial advice.

### **What happens if my job is transferred under TUPE?**

TUPE (transfer of undertakings and protection of employment regulations) protects employees' rights when the service they work in moves from one employer to another. The rights provided by TUPE include recognising service, so in these circumstances the Commitment is not necessary and will not apply.

## EXAMPLES

**1. I work for a GM NHS Trust and I am starting a new job in a GM Council without a break in service – will my continuous service be recognised?**

Yes, your new Council employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes.

**2. I work for a GM Council and I am starting a new job with a GM NHS organisation without a break in service – will my continuous service be recognised?**

Yes, your new NHS employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes.

**3. I worked for a GM Council until 15 April 2018 and started a job with a GM NHS organisation on 16 April 2018. I then left the GM NHS organisation to take up a role with another GM Council from 1 October 2018 with no break in service – will my continuous service be recognised?**

Yes, your new Council employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes.

**4. I worked for a GM NHS organisation until 15 April 2018 and started a job with a GM Council on 16 April 2018. I then left the GM Council to take up a role with another GM NHS organisation from 1 October 2018 with no break in service – will my continuous service be recognised?**

Yes, your new NHS employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes.

**5. I work for a Council outside of GM and I am starting a new job with a GM NHS organisation - will my continuous service be recognised?**

No, this Commitment only covers movement of employment between the GM organisations in scope. Therefore, if your current employer is not one of the identified GM organisations in scope that has adopted this Commitment, then your continuous service will be reset to zero when you start your new role with the GM NHS organisation.

**6. I work for an NHS Trust outside of GM and I am starting a new job in a GM Council without a break in service - will my continuous service be recognised?**

No, this Commitment only covers movement of employment between the organisations in scope. Therefore, if your current employer is not one of the identified GM organisations in scope that has adopted this Commitment, then your continuous service will be reset to zero when you start your new role with the GM Council.

**7. If I have 8 years continuous service with a Council and 2 years continuous service with NHS - will my continuous service be recognised if I apply for a job outside of GM?**

Only those organisations that have adopted this Commitment will recognise continuous service, therefore this cannot be guaranteed and you will need to check with the new organisation.

**8. I am leaving my permanent post with one GM employer to take up a fixed term contract with another GM employer, both of which have adopted the Commitment - would my continuous service be recognised?**

Yes, your new GM employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes as long as there is no break in service.

**9. I worked for a GM Council for 1 year and then worked for Transport for Greater Manchester for two years, and have joined a GM NHS organisation since 1<sup>st</sup> April 2018, with no break in-between. What will my occupational sick pay (OSP) entitlement be?**

Your entitlement will be in line with your new GM employer's occupational sick pay scheme, but if the entitlement to OSP benefits at your new employer is related to service, then providing there is no break in service between employments, your entitlement to OSP will be based on your continuous service of 3 years.

**10. I worked at a community school for 3 years outside of Greater Manchester, then I worked directly for a GM Council for 2 years without a break in service, and I have just been offered a post with a GM NHS organisation. Will my previous service be recognised?**

Yes, providing there is no break in service between employments, your entitlement to occupational benefits will be based on your continuous service of 5 years. Your new employer will recognise your continuous service for occupational benefits such as annual leave, occupational sick pay and occupational maternity pay schemes. The Council will have recognised your continuous service the school so you will retain this as all your continuous service will be included.

**11. I've worked for a Greater Manchester NHS organisation for 18 months and I have just been offered a post with a GM Council starting next month. I am pregnant and my baby is due in 6 months' time – what will my entitlement to maternity pay be?**

Your entitlement will in line with your new employer's occupational maternity pay scheme, based on your continuous service from your start date with the NHS providing there was no break in service.

**Supporting organisations**

<b>Sector</b>	<b>Full adoption</b>	<b>Partial adoption</b>
<b>GM Local Authorities</b>	Bolton Bury Oldham Rochdale Salford Stockport Tameside Trafford Wigan	Manchester
<b>GM Combined Authority</b>	GM Fire & Rescue Service GM Core Investment team (as employees are hosted/seconded by Local Authorities) GMPSR team (as employees are hosted/seconded by Local Authorities) GM Integrated Support Team (as employees are hosted/seconded by Local Authorities)	
<b>Association of GM CCGs</b>	NHS Bolton CCG NHS Bury CCG NHS Heywood, Middleton and Rochdale CCG NHS Oldham CCG NHS Salford CCG NHS Stockport CCG NHS Tameside and Glossop CCG NHS Trafford CCG NHS Wigan Borough CCG	NHS Manchester Health & Care Commissioning
<b>GM NHS Provider Trusts</b>	Bolton NHS FT Greater Manchester Mental Health NHS FT Pennine Acute Hospitals NHS Trust Pennine Care NHS FT Salford Royal NHS FT Stockport NHS FT Tameside and Glossop Integrated Care NHS FT The Christie NHS FT Wrightington, Wigan and Leigh NHS FT	Manchester University NHS FT
<b>Additional Public Service Organisations</b>	GM Health & Social Care Partnership Transport for Greater Manchester	