

PART-TIME HOME HELPS AGREEMENT AUGUST 2000

Annual Leave/Public Holidays:

Annual Leave/Public Holidays for part-time Home Helps is governed by the terms of the Worker Protection Act, 1991 and the Working Time Act, 1997.

With effect from January 1, 2000 the terms of the Part-Time Workers Collective Agreement will apply.

Travel Expenses:

A 'banding' system in the form of an annual allowance will be introduced with effect from June 1, 2000 as follows:-

• Less than 500 miles per annum	=	£240 per annum
• 500 – 100 miles per annum	=	£ 480 per annum
• 1001 – 1500 miles per annum	=	£ 720 per annum
• 1501 – 2000 miles per annum	=	£ 960 per annum
• 2001 – 2500 miles per annum	=	£1200 per annum
• Greater than 2500	=	Normal mileage rates apply

This allowance will be paid on each pay date. Mileage will not be payable for travel to the first visit and from the last visit. Any adjustment to this arrangement will be in the context of special local needs and requirements. Assimilation to a mileage band will be recalculated on an annual basis.

Where part-time Home Helps currently claim travel in line with normal practice, they will retain this arrangement on a personal to holder basis.

In the event of no private transport, staff will receive the appropriate bus fares.

Premium Payments:

Saturday:	Less than 4 hours worked	50% of premia paid
	Greater than 4 hours worked	100% of premia paid.

Sunday/Public Holidays – normal premia payments apply as per collective agreement.

Staff who work before 8.00 a.m. and after 8.00 p.m. will receive time and a quarter.

Staff who work between 6.00 p.m. and 8.00 p.m. and who have worked at least an 8-hour shift will receive time and a sixth payment.

Rates of Pay:

All parties are committed to the re-organisation and restructuring of the Home Help Service. A Steering Group will be established in order to oversee the implementation of the jointly agreed development (as per Appendix 1). In this context the revised rates of pay for part-time Home Helps will be:-

- 5 per hour from 1/1/2000 and
- 100% of Group 1 Non-Nursing (pay-path rate) with effect from 1st January 2001.

Assimilation to the Group 1 Scale will be to the 5th point from January 1999 (based on service) and subsequently the HSEA/SIPTU Agreement of 5th July 2000 will be implemented.

In addition, a lump sum payment of £1,000 (based on average of 15 hours per week) will be paid in January 2001 to part-time Home Helps, pro-rata where less than or more than 15 hours. The lump sum in relation to the NWHB will be adjusted to £1,500 (again based on a 15 hour week and also pro-rata) in order to address the issues as outlined during the previous Conciliation Conference under the auspices of the Labour Relations Commission.

All other aspects of the part-timers Collective Agreement and subsequent agreements will apply to Home Helps.

The agreement reached in 1996 with SIPTU and the Department of Health on ex-gratia lump sum and death in service cover will apply to Home Helps.

Category of Home Help:

It is proposed that the term of Home Help will describe a range of services in a neighbourhood/locality. Included in these services will be household and domestic support and emotional and personal care issues, which commonly had always affected older people. These services may be provided to a single individual or to a household.

Home Helps will provide a continuum of care for clients, particularly as clients need change over a period of time.

Recruitment Arrangements:

The Home Help service will be defined as a local/neighbourhood service with the locality/neighbourhood to be defined in all cases, subject to local discussion.

A contract of employment is to be finalised between the parties by December 2000.

Recruitment will take place at the level of each location and recruitment procedures should follow the guidelines set out and agreed with the employers.

The flexibility of service provision will be maintained as heretofore by the Home Helps.

Training and Induction:

It is proposed that the training of Home Helps will conform to a national standard in order to allow Home Helps cope with specific situations. This training course should be devised as soon as possible and agreed at Steering Group level.

It is proposed that there should be a national standard course for all Home Helps. Such a course to be designed as soon as possible and accredited (if appropriate).

This course will, in the main, be delivered locally by the Home Help Organisers/Public Health Nurse, and other appropriate training staff.

Assessment of Need/Hours of Work:

It is proposed that an assessment of needs will be conducted for each client.

It is recommended that a Working Group be established in order to provide guidelines on the standardisation of hours, as related to the needs and the availability of other services and its recommendations discussed and agreed by the Steering Group in relation to implementation.

Part of the assessment of needs to include the number of hours of Home Help service which will be provided to the client. This would be regularly reviewed and monitored.

The flexibility of service provision will be maintained as heretofore by the Home Helps.

Duties:

Home Helps will accept changes in their duties consequential upon a change in client needs, subject to local discussions. A comprehensive list of duties requires to be agreed between the parties.

Reporting Relationships/Supervisory Structure:

The Steering Group will recommend whatever reporting relationships/supervisory structure is deemed appropriate, in order to provide the best possible service.

Explanatory Guide on the Part-Time Home Helps Agreement

(document sent by e-mail also)

Introduction

This explanatory guide sets out the main provisions of the agreement reached between the health service employers and the unions (Siptu, Impact & Atgwu) on the pay and conditions for part-time home helps and developments in the of home help service.

The following guidelines have been prepared as a consequence of discussions with a number of employers in recent weeks and such discussions will continue.

Pay & Conditions

Rate of Pay:

The revised rates of pay for part-time home helps are:

- £5 per hour from 1st January 2000.
- **Group 1 Non-Nursing** salary scale with effect from 1st January 2001.

Home helps should be paid on the **Group 1 (Non Paypath)** salary scale until they sign up to paypath. Arrears back to 1st January 2001 on the paypath scale may be paid to home helps who sign up to paypath after that date.

It is recommended that agencies set a time limit of three months for completion of the required documentation. Home helps should be advised that arrears will only be paid to staff who submit their documentation by a specified date.

Assimilation Arrangements

Assimilation to the Group 1 scale is set out in Appendix C of the Department of Health & Children Circular 107/2000. Assimilation is based on the date/year of commencement of employment, irrespective of the number of hours worked per

annum in the health services eg a part-time home help who commenced employment in 1998 is assimilated to the fourth point of the Group 1 scale.

This approach is being adopted in recognition of the lack of detailed records which exist and also recognises the significant resources which would be required should a full and detailed retrospective application of incremental credit be applied.

Lump sum payment

Part-time home helps will receive a once-off lump sum payment of £1000 based on an average working week of 15 hours over the 52-week period 1/1/2000 to 31/12 2000.

This lump sum amount should be adjusted proportionately for Home Helps whose average weekly working hours over this period are less than or greater than 15 hours, e.g. home helps whose average weekly working hours are 10 and employed from January 2000 should receive £667, home helps whose average weekly working hours again from January 2000 are 20 should receive £1333.

(see attached excel file).

In the case of home helps employed by the North-Western Health Board, the lump sum payment is £1,500 in accordance with an agreement reached under the auspices of the Labour Relations Commission to address issues specific to home helps employed by the Board. This amount is also based on an average working week of 15 hours over the 52-week period 1/1/2000 to 31/12 2000. This amount should be adjusted proportionately for Home Helps whose average weekly working hours over this period are less than or greater than 15 hours,

Annual Leave/Public Holidays:

Annual Leave/Public Holidays for part-time Home Helps is governed by the terms of the Working Time Act, 1997.

Based on the annual leave entitlement of 23 days for wholetime home helps, part-time home helps will receive a pro rata entitlement of **8.8 hours per 100 hours worked.**

Travel Expenses:

A 'banding' system in the form of an annual allowance will be introduced with effect from June 1, 2000 as follows:-

- Less than 500 miles per annum = £240 per annum
- 500 – 1,000 miles per annum = £480 per annum
- 1,001 – 1,500 miles per annum = £720 per annum
- 1,501 – 2,000 miles per annum = £960 per annum
- 2,001 – 2,500 miles per annum = £1,200 per annum
- Greater than 2,500 = Normal mileage rates apply.

To determine which band should apply, aggregate the home help's mileage over the preceding three-month period (excluding mileage for the first and last visits) and multiply this figure by four to get an average mileage figure. The travel allowance may be adjusted on an annual basis using this formula.

The travel allowance is payable on each pay date.

Any adjustment to this arrangement will be in the context of special local needs and requirements.

Note:

The banding system was designed to reduce the administrative burden of processing a large number of travel claims. However, agencies may pay travel expenses in the normal way. The regulations which apply to all other staff eg insurance apply to home helps also.

Where part-time Home Helps currently claim travel expenses in line with normal practice, they may retain this arrangement on a personal-to-holder basis.

Home helps who do not have private transport will receive the appropriate bus fares.

Premium Payments from 1/6/2000:

The Saturday premium rate for non- officers will apply as follows:

Less than 4 hours worked	50% of premia paid
Greater than 4 hours worked	100% of premia paid

Sunday/Public Holidays – normal premia payments apply, i.e. double time.

Staff who work between the hours of 8.00 pm and 8.00 am will receive the night duty premium of time and one quarter.

Time and one sixth will be paid for hours worked between 6.00 p.m. and 8.00 p.m. as part of an 8-hour shift.

Superannuation:

Part-time home helps who are directly employed by Health Boards will accrue the same pension entitlements on a pro rata basis as those applicable to other non-officer grades, i.e. they will be entered on the Superannuation Register after 130 service days in the local financial year.

Service Developments:

As agreed a joint steering group has been established comprising of the following members (and the first meeting will be held in March 2001):

Mr Denis Fenton, Personnel Officer SHB
Mr Kevin Little Deputy Personnel Officer NWHB
Ms Patricia Harvey Home Help Organiser Galway
Mr A Charles Northern Area Health Board
Mr M Merrigan Siptu
Ms E O' Shea Impact
Mr B Kearney Atgwu
Mr S O' Connor HSEA

The Group will deal with the following:

1. Category of Home Help

The term of Home Help will describe s a range of services in a neighbourhood/locality. Included in these services will be household and domestic support and emotional and personal care issues, which commonly had always affected older people. These services may be provided to individuals or to a household.

Home Helps will provide a continuum of care for clients particularly as clients need change over a period of time.

2. **Recruitment Arrangements**

The Home Help service will be defined as a local/neighbourhood service with the locality/neighbourhood to be defined in all cases subject to local discussion.

A contract of employment will be finalised between the parties as soon as possible.

Recruitment will take place at the level of each location and recruitment procedures should follow the guidelines set out and agreed with the employers.

The flexibility of service provision will be maintained as heretofore by the Home Helps.

3. **Training and Induction**

It is proposed that the training of Home Helps will conform to a national standard in order to allow Home Helps cope with specific situations. This training course should be devised as soon as possible and agreed at steering group level.

It is proposed that there should be a national standard course for all Home Helps. Such a course to be designed as soon as possible and accredited (if appropriate).

This course will in the main be delivered locally by the Home Help Organizers/Public Health Nurse and other appropriate training staff.

4. **Assessment of Need/Hours of Work**

It is proposed that an assessment of needs will be conducted for each client.

It is recommended that a working group be established in order to provide guidelines on the standardisation of hours, as related to the needs and the availability of other services and it's recommendations discussed and agreed by the Steering Group in relation to implementation.

Part of the assessment of needs to include the number of hours of Home Help service, which will be provided to the client, and this would be regularly reviewed and monitored

The flexibility of service provision will be maintained as heretofore by the Home Helps.

5. **Duties**

Home Helps will accept changes in their duties consequential upon a change in client needs subject to local discussions. A comprehensive list of duties requires to be agreed between the parties.

6. **Reporting Relationships/Supervisory Structure**

The Steering Group shall recommend whatever reporting relationship/supervisory structure is deemed appropriate in order to provide the best possible service.