



BEIS terms and conditions for grades below Senior Civil Service

The table below provides a summary of the BEIS terms and conditions that have been modernised as part of the Civil Service reform programme. Please see the frequently asked questions on the following page for details on which of these terms and conditions apply to you.

Details of other terms, conditions and benefits in BEIS will be provided in the appointment letter for successful applicants and/or the departmental intranet.

	BEIS terms and conditions for existing civil servants who are <u>not</u> on modernised terms and conditions	BEIS modernised terms and conditions for new entrants into the Civil Service and into BEIS, and existing civil servants who <u>are</u> on modernised terms and conditions
Mobility	Definition of mobile grade is EO and above, working full time hours. Mobile staff can be required to transfer to any Civil Service post anywhere in the UK or abroad.	All grades and all working patterns are considered mobile to enable them to be permanently transferred to any Civil Service post within the UK and abroad, if deemed reasonable.
Hours of Work	Standard full-time working week of: <ul style="list-style-type: none">• London: 36 hours net (41 gross)• National: 37 hours net (42 gross).	Standard full-time working week of 37 hours net (42 hours gross) regardless of geographical location.
Occupational Sick Pay	6 months full pay and 6 months half pay.	Based on length of continuous service in the Civil Service. OSP entitlement is 1 month full and 1 month half pay for the first year of service, increasing with each year of service to a maximum of 5 months full pay and 5 months half pay after 4 complete years of service.
Annual Leave	31.5 days per year (pro rated for part time staff). The 31.5 days includes 1.5 days privilege leave that was converted into annual leave for existing civil servants as part of the modernisation of terms and conditions in 2013/2014.	Based on length of continuous service in the Civil Service. 25 days per year on appointment, increasing by 1 day per complete year of service to a maximum of 30 days after 5 years' service.
Privilege leave	1 day privilege leave for the Queen's Official Birthday per year (pro rated for staff working part time).	1 day privilege leave for the Queen's Official Birthday per year (pro rated for staff working part time).



Frequently asked questions

1. I am a new entrant to the Civil Service. What will my terms and conditions of service be if employed by BEIS?

You will be employed on the BEIS modernised terms and conditions as set out in the table above.

2. I am a civil servant who is not on modernised terms and conditions. I am applying for a post at, or equivalent to, my existing grade or on promotion. What will my terms and conditions of service be if employed by BEIS?

You will be employed on the BEIS terms and conditions for existing civil servants not on modernised terms and conditions as set out in the table above.

3. I am a civil servant who is on modernised terms and conditions. I am applying for a post at, or equivalent to, my existing grade or on promotion. What will my terms and conditions of service be if employed by BEIS?

You will be employed on the BEIS modernised terms and conditions as set out in the table above.

4. How do I know if I am on modernised terms and conditions?

If you joined the Civil Service before April 2013, and have not been promoted since this date, you are not on modernised terms and conditions. If you joined the Civil Service or have been promoted after this date, you may or may not be on modernised terms, depending on your start date in the Civil Service, promotion date, and originating department. If you are unsure whether or not you are on modernised terms and conditions, please contact your HR team.

5. What if my move is compulsory?

If you are moved on a compulsory basis, the above would apply unless it would result in a detrimental change.



6. What will my salary be on appointment?

The salary range for this role is confirmed in the advert.

Non-civil servants will be expected to start at the minimum of the salary range.

Current civil servants appointed on level transfer will normally retain their existing base pay. Civil servants appointed on promotion will usually receive the greater of the new salary range minimum or a 10% increase on current base pay. Current specialist allowances or specialist pay ranges are not taken into account for salary calculations.

7. Can I still claim childcare vouchers if I transfer from another government department?

From 4 October 2018 individuals moving across the Civil Service to a new PAYE scheme on any type of move other than TUPE/COSOP will lose the right to continue to claim Childcare Vouchers. Some employees may still be eligible to benefit from the Government's Tax Free Childcare scheme.