

UNISON City of Edinburgh Branch 23 George IV Bridge Edinburgh EH1 1EN
0131 220 5655 branchoffice@unison-edinburgh.org.uk

To all members

14 July 2010

Dear colleague,

MODERNISING PAY: DISMISSAL and RE-ENGAGEMENT LETTERS

Everyone who did not sign up on a voluntary basis should have received their dismissal and re-engagement letters from the City of Edinburgh Council by now.

It is imperative that you sign that you '**Accept offer of re-engagement**' and return this as soon as possible, along with the receipt confirming acceptance of offer (ie you should return the whole of the page headed '**Part 2 for you to sign and return...**'). If you do not, your employment with the council will be terminated on 3 October 2010.

The receipt at the bottom of the page will be returned to you by the Council to confirm they have received it. That will mean that, if you signed to accept, your contract will continue with the City of Edinburgh Council after the 3 October 2010.

If you have not had the receipt returned to you after a week then follow through with your line manager first or by calling the help desk 0131 469 55 55

● Sign the '**accept offer of re-engagement**' **only** in Part 2 and return the **whole** of that page now. You will still have the right to appeal against your job evaluation outcome after October. Keep 'Part 1' on the previous page for your records.

● Failure to sign and return will result in your contract with the council being terminated.

OUTSTANDING ISSUES

We are continuing to meet with the employer on a weekly basis to discuss outstanding issues in relation to modernising pay e.g. appeals process, temporary staff, part time staff, competency based pay and progression etc and we will issue an update to all members as soon as possible.

Agnes Petkevicius
Branch Secretary

Part 2: For you to sign and return in the pre-paid envelope provided

Modernising Pay - notice of termination of current contract of employment and offer of re-engagement on the new terms and conditions

Name: Ms Jean Bloggs Employee Number: 1234567

Sign and date here and return the whole page

Accept offer of re-engagement

I accept the offer of re-engagement on the new contractual terms and conditions referred to in your letter to me of 1 July 2010. I note that I retain my right to appeal against my job evaluation outcome, should I wish to do so, following the implementation of Modernising Pay on 4 October 2010.

Signed: _____ Date: _____

Decline offer of re-engagement

I decline the offer of re-engagement on the new contractual terms and conditions referred to in your letter to me of 1 July 2010, and note that this will lead to the termination of my employment with the City of Edinburgh Council at the expiry of the notice period on 3 October 2010.

Signed: _____ Date: _____

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Part 3: We will return this to you to acknowledge that we have received your form

This bit will be returned to you to confirm the Council has received it

Ms Jean Bloggs
1 High Street
Anytown

Dismissal and Re-engagement letter
This is to acknowledge that we have received your reply to the letter of 1 July 2010 and are currently processing it.

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