

Appendix 3

Name

Dear

Re: Variation to Main Terms and Conditions of Employment – Market Forces Supplement

This letter is to confirm that with effect from [*Insert Date*] you will receive a market forces supplement of [*Insert amount*] per month. This will be in effect for a period of xx-years.

The supplement will be paid to you on a monthly basis via the normal salary arrangements and will be subject to the appropriate statutory deductions. The supplement will be identified as a separate payment on your payslip and will not be incorporated into your basic pay.

In accordance with the Market Forces policy, the supplement is pensionable and will be included in calculations for sick pay, maternity/paternity/adoption pay, holiday pay and redundancy pay. It will not be subject to pay award increases.

Should it be the case that you are appointed to another post within the council during the two-year period, the supplement will cease with effect from the first day of your new appointment.

Whilst this supplement has been agreed for a two-year period, it is subject to review and can be amended or terminated at any point with 12 weeks' notice.

This letter should be regarded as a formal amendment to your terms and conditions of employment, all other terms and conditions remain as per your existing contract.

Please would you sign and return the duplicate copy of this letter by [DATE].

Yours sincerely

DO NOT DETACH

I hereby confirm that I accept the amendment to my Terms and Conditions of Employment as outlined above.

Name: _____

Signature: _____

Date: _____