

Local Allowances – NJC Staff

Shifts

There are two shift allowances. To get a shift allowance you have to be working on a rota and to cover all of the hours within a shift pattern. The cut off point for entitlement to a shift allowance is SCP 28 (within Grade 6/7)

1. Rotating shift (full 24 hours) – 20% on top of basic hourly rate
2. Split shift - 1% of basic hourly rate - A job which requires two shifts per day with a break in the middle of at least two hours

Saturday and Sunday Working:

If weekend working is part of a normal working week (that is regular rostered weekend working) then the following payments apply.

Saturday	-	Time and half
Sunday	-	Time and half if basic pay above SCP 11 Double time if basic pay at or below SCP 11

For ad hoc weekend working plain time rates apply or TOIL unless part of an approved overtime arrangements in which circumstance overtime rates will apply.

Standby and call out

The standby rate is £100 per week and is subject to annual pay awards. The same rate applies to everyone in all services. To be eligible for standby you will be part of a standby rota and you are required to keep yourself immediately available and fit to return to work or deal with problems directly over the phone. If another employee substitutes the standby/call out arrangement then the substitute is entitled to the payment and not the rostered employee. Key holders will not normally be eligible for standby but will be eligible for call out payments.

Call-out payments are at time and half Monday to Saturday and double time on Sunday (normal overtime scp cut off does not apply) which are payable after a minimum call-out payment of two hours – including half hour travel time.

Additional Hours and Overtime Payments

Employees, on or below SCP 28, and required to work additional hours beyond a full 37 hour week (or average 37 hour week) are entitled to receive

time and half for additional hours worked Monday to Saturday and double time for additional hours worked on a Sunday.

Part time workers are entitled to these enhancements only after a 37-hour week (or average 37 hour week) is exceeded, although **rostered** work on a Saturday and Sunday will attract the overtime allowance.

For employees on or above SCP 29 enhanced rates will not be paid. In exceptional circumstances the Head of Service may agree that overtime at plain time rates may be paid in order to clear backlogs or catch up on projects. In normal circumstance employees are expected to accrue and bank approved additional hours as time off in lieu. Managers have a responsibility under health and safety legislation to ensure that excessive hours are not worked and that accumulated TOIL is taken on a regular basis.

Overtime payments are full settlement and are not enhanced by any other allowance e.g. a shift allowance that is paid on normal working hours.

Public and Extra Statutory Days

Employees required to work on a public or extra statutory day shall, in addition to the normal pay for that day, be paid at plain time for all hours worked within their normal working hours for that day. In addition time off with pay shall be allowed as follows:

Less than half normal hours worked - half day

More than half normal hour's worked – full day

Car Allowances

The payment of £850 per annum will be payable to an essential user who use their private car for work purposes to cover general maintenance of the vehicle. A flat rate of 25p per mile will be paid for business miles. Each post is assessed against criteria prior to becoming an essential user. For all other staff, defined as casual users, a flat rate of 40p per mile will be paid for business miles.

Acting up arrangements

The pay structure supports employees' development through progression within a pay band; part of this development is acting up to cover the absence of higher graded employees for periods of up to a month. For acting up period of over 1 month (e.g. maternity leave) the first point of the relevant grade will normally be paid, (a minimum of two increments above the employees current rate).