

Effective from April 2011

## Pay Enhancements

### 1. Scope

This procedure applies to all council employees with the exception of employees within schools.

### 2. Eligibility

Employees/casual workers may be required to work outside of the standard working week (Monday to Saturday inclusive). When this is required, **employees/casual workers in receipt of basic pay at or below spinal column point 27** (Grade H and below) will be entitled to enhanced pay as detailed below.

If employees are requested to work overtime duties outside of their normal working hours, time off in lieu will be given as a first priority for the extra hours worked and managed in line with the Overtime policy.

### 3. Enhanced payments

Enhanced payments for employees/casual workers in receipt of basic pay at or below spinal column point 27 (Grade H and below) are detailed below.

Days of the week	Standard working (6am to 8pm)	Twilight working (8pm to 10pm)	Night working (10pm to 8am)
Monday to Saturday (inclusive)	1.00 (plain time)	1.20 (time & fifth)	1.33 (time & third)
Sunday	1.50 (time & half)	1.50 (time & half)	1.83 (time & five sixths)
Bank Holiday	2.00 (double time)	2.00 (double time)	2.33 (double time & third)

### 4. Sleeping-in payment

Employees on all grades, whose job requires them to sleep in on the premises whilst on duty are entitled to receive a sleeping-in allowance.

There is a nationally agreed allowance which covers the time spent sleeping-in and the first half hour of call out, in other words being woken up to carry out work. The current rate of payment for the sleeping-in allowance is detailed in the NCC Local Pay Scales document.

If the employee has to work beyond 30 minutes, any hours worked will be taken as time off in lieu at a later date. For employees or casual workers, where the taking of 'time off in lieu' is not possible and who are paid at spinal column point 27 or below, an additional payment can be made, either in accordance with the enhanced payments table in Section 3 above (for hours worked up to and

including 37 hours - the standard working week) or in accordance with the Overtime policy (where hours exceed 37, the standard working week).

## 5. Free and Rest days

Employees/casual workers working on a 5 day week and are rostered to work over a 7 day period are allocated a "free day and rest day" (in effect the same as a Saturday and Sunday for employees who work Monday to Friday).

Employees and their line manager should designate which are "free and rest days".

Payment for working on a free day or rest day applies to those employees who work a 5 day week (and the service is normally open across 7 days) and who are asked to work on one of their rostered days off.

Employees **at or below spinal column point 27 (Grade H and below)** will be paid the rates detailed in Section 3 above, depending on which day the free day or rest day falls.

Overtime rates will be paid when employees have worked additional hours beyond the full time working hours (part time employees will be paid overtime rates once they have worked more than 37 hours per week).

### For example;

**Full time employee** working 37 hours per week on Monday, Tuesday & Wednesday, Saturday & Sunday is asked to work their free day (Thursday) and rest day (Friday). As this is in addition to their 37 hours per week = payment for each day will be at 1.50 (time & half) – overtime rate.

**Part time** employee working 5 days per week, 5 hours per day = 25 hours per week on Monday, Tuesday, Wednesday, Saturday & Sunday is asked to work their free day (Thursday) and rest day (Friday). They will be paid at 1.00 (plain time) for each day as their hours have not yet reached the full time equivalent of 37 hours.

## 6. Standby & Recall to work/callout payments

Some employees may be required to undertake standby duties outside of normal hours. When they are, an allowance equivalent to the sleeping-in payment will be paid, this covers the requirement to be on standby and the first 30 minutes call out per night.

If the employee has to work beyond 30 minutes, they will receive payment for the hours worked in line with the pay enhancements in Section 3 above.

**For example;** if an employee is called out at 4am on a Sunday morning and works 3 hours the first half an hour is covered by the allowance and the remaining 2.5 hours will be paid at 1.83 (time & five sixths) per hour.

## 7. Payments when attending training

When attending training relevant to the job in line with the Working Time Policy (for example, on-the-job training, training courses, conferences, seminars and so on), and if this training falls outside of the contracted hours, then the individual should still receive their contracted pay inclusive of any enhancements as they would be entitled to under their contract of employment, to ensure they continue to receive their 'normal' pay.

If the training time is not part of their contracted hours, but in addition, i.e. a part-time employee required to work additional hours, then they should be paid for the hours they attend the training. The appropriate rates should be paid in line with Section 3 above.

If the individual is asked to attend training as overtime i.e. the training would take them over 37 hours (the standard working week), then the hours would be managed in accordance with the Overtime policy.

## **8. Policy Data Protection and Monitoring**

Any data collected as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.

Records are retained and destroyed in accordance with the organisations Retention Schedule.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under this Disciplinary Procedure.