

Working Unsocial Hours Scheme

The following scheme applied to all **new** employees who work unsocial hours from 5th May 2015 onwards. The scheme reflects current unsocial work patterns and fairly reward employees who are required to work these patterns as part of their contract of employment.

Employees who were in receipt of the atypical payments under the old scheme prior to 5 May 2015, will be protected in accordance with their existing work pattern (see section 2).

1. Unsocial hours types and payments

- **Evening work, shift-working, split shifts and Sunday working**

No additional payments will be made for evening work (including Saturday and Sunday), shift-working, split duty shifts and Sunday working. It will therefore be necessary for person specifications and job advertisements to clearly describe the required work patterns and for these to be incorporated into contracts of employment. Job applicants will need to be informed of contractual work patterns at the interview stage.

The following work requirements will be built in to contracts of employment and **will** attract additional payment as specified below:

- **Standby and Call Out**

Where an employee is required to be on standby and respond to calls received, payment will be one increment (the employee is placed on the next available pay point). It is expected that standby and call outs will, generally, not exceed a ratio of 1:4. Where an employee is required to continue working, flexitime will accrue or payment will be made providing the total time spent working is no less than 30 minutes. This arrangement will be reviewed every 12 months to ensure that the role still requires the increment.

- **Bank Holidays**

Where employees are required to be **available** to work on Bank Holidays at least 4 times a year, payment will be one increment.

- **Night Work**

Where an employee is on a rota to work nights that average more than one per week (over a 13-week period), payment will be two increments. Where an employee is on a rota to work below this level of frequency, payment will be one increment.

- **Lettings (schools only)**

A 2-hour payment for each letting (1 letting = unlocking and locking the building). Employees to receive at least 2 weeks' notice of the letting(s) where possible.

2. Protection Arrangements

Employees who are currently in receipt of atypical payments from before May 2015 under the old scheme, will be protected in accordance with their existing work pattern. This protection will continue unless there is a change to the existing work pattern or in the following circumstances:

- Employees who move to a position voluntarily that does not attract atypical payments, or a lesser atypical payment, will receive no protection.
- Employees who are transferred to another position as a result of organisational change and that position does not attract atypical payments, or a lesser atypical payment, protection will be paid for 2 years in accordance with Management of Change.
- In the situation where an employee is receiving protected atypical payments, and their post is re-graded, the protected atypical payments will cease from the date of the re-grading.

The protected atypical payments documents can be found on the Intranet/Extranet under Pay & Expenses/Pay.

Should you have any questions relating to this matter please contact your HR Advisor.

Updated 31 March 2020