

Revised Scheme for Recognising Unsocial Hours Working

The Council has recently agreed a revised scheme with the Trade Unions (UNISON and GMB) for those employees who work unsocial hours. The previous scheme – Atypical working – was introduced in 2000 as part of the Single Status agenda. A review has been undertaken of this scheme, which involved discussions with a sample group of managers of staff who work unsocial hours. It was considered that a replacement scheme was necessary. This should be simpler, reflect current unsocial work patterns and fairly reward employees who are required to work these patterns as part of their contract of employment.

The following scheme will apply to all **new** employees from 5th May 2015.

- 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. (For posts that are currently being recruited to and have been advertised, 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. It is expected that standby and call out 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 in 12 months' time.
- 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 rota'd to work nights that average more than one per week (over a 13 week period), payment will be two increments. Where an employee is rota'd to work below this level of frequency, payment will be one increment.

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

Protection Arrangements

As part of the agreement with the Trade Unions, protection arrangements were agreed. **Employees who are currently in receipt of atypical payments 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.

Employees undertaking unsocial work patterns on NHS terms and conditions of employment and agree to move to SMBC terms and conditions of employment no later than 30th June 2015, will have that work pattern recognised in accordance with the previous atypical scheme. Any employees moving to SMBC terms and conditions of employment on or after 1st July 2015 will be treated in accordance with the revised scheme.

Arrangements are now being made for HR Managers to brief their DLT's on the revised scheme and the HR intranet will be updated accordingly.

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