

Southampton City Council

Allowances framework -2019/20

Standard hours

The **standard week** is based on **37 hours** Monday to Friday; Existing contractual hours will be retained and any changes to these will be subject to consultation with the recognised trade unions with a view to reaching agreement; where **existing contractual hours are over 37 the additional hours will be paid at plain time (Mon-Fri)** and overtime enhancements will be paid once contractual hours have been achieved.

Weekend Working as part of normal working week (Except irregular hours working which carry separate enhancement)

Time and a half for hours worked on Saturday / Sunday as part of normal working week

Additional/Overtime Hours Payments:

Any approved hours worked beyond standard 37 hour week (or above the contractual hours where these are currently set at more than 37) for posts at or below Grade 7. Time and a half OR time and a half off in lieu.

Note: approved overtime hours in areas of irregular hours working will include the enhanced rate of pay for the post; overtime to be managed and monitored; Overtime payments for posts above Grade 7 will be a plain time only unless the hours are at the weekend where all approved hours are paid at time and half OR time and a half off in lieu

Public and Extra Statutory Holiday*

All public holidays (apply to all – including irregular hours areas)

Those required to work: Normal pay for the day + plain time for all hours worked within normal hours + (at a later date) time off with pay: half day (where hours worked are less than half normal working day); full day (where hours worked are more than half normal hours worked on that day)

Rotating irregular hours working

(Contractual Service hours include evenings / nights/weekends –enhancement is for all hours all days including weekends) Time bands: 1830 to midnight; 12.01am to 0730

Note: Public / Extra Statutory Holiday are paid at rate shown* and will include enhancement

- 1) Postholder works an agreed and rotating pattern of hours over the week(s); and contractual hours include time BEFORE 0730 AND after 1830; hours vary week to week as part of a planned rota; 15% enhancement added to basic salary covers all days including weekends
- 2) Postholder works an agreed and rotating pattern of hours over the week(s); and contractual hours include time BEFORE 0730 OR after 1830; hours vary week to week as part of a planned rota; 10% enhancement added to basic salary covers all days including weekends

Fixed Unsocial Hours and/or Night Workers

(Public / Extra Statutory Holiday paid at rate shown* and will include enhancement*)

Postholder works an agreed fixed and regular pattern of hours over a week and 30% or more of the contractual hours fall **either** before 0730 OR after 1830:

6% enhancement for all hours worked on weekdays (Mon- Fri)

Hours worked Saturday / Sunday paid at time and half (weekend working forms part of normal working week)

Apprentices

Not covered by this framework: will remain on existing terms and conditions in line with National Red Book Agreement

Tool allowance

Will be paid as monthly allowance, by trade, in line with Red Book rates, for designated posts.

NOTE: If allowances are not shown on this framework they will no longer be valid / paid
Any new / additional allowances will be subject to approval from the Service Director HR and OD before being included in the standard framework

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Standby and callout

Standby payment

Monday – Friday £14.02

Saturday £16.31

Sunday/Bank Holiday £21.32

(Weekly: £108.73 where week excludes Bank Hol)

Stand-by Allowance for Social Workers/ Managers

£29.03 per night pro rata per 24 hours (Green Book) includes first hour of any calls after which additional hours can be claimed subject to management authorisation, monitoring and approval and in line with the additional hours/ overtime framework

Call out – for out of hours, emergency issues or areas requiring duty of care / making safe

In service areas where attendance on site is not required and the "call-out" can be achieved by telephone from a remote location the stand-by payment only will apply

The qualifying period is a minimum of 1 hour per call out – at the rate of time and a half and payments are then calculated for each additional 30 minute period the call out requires.

In addition to the Standby flat fee "Call out" payments will be paid at the rate/grade of the post.

Travel element includes to site and back home.

Stand-by Allowance for Social Workers/ Managers

£29.03 per night pro rata per 24 hours (Green Book) includes first hour of any calls after which additional hours can be claimed subject to management authorisation, monitoring and approval and in line with the additional hours/ overtime framework

Call-out and Stand-by is voluntary for all staff; rotas must be approved in advance by the line manager.

Irregular and additional hours' payments will only be paid with management approval and/or as part of the approved contractual requirements of the post.

No additional hours payments will be made to employees on Chief Officer grades unless agreed in advance in exceptional circumstances.

Call-out and Stand-by is voluntary for all staff; rotas must be approved in advance by the line manager.

Stand-by payments are subject to increase in line with national pay awards / agreements

Call out payments for Bank Holiday hours will be paid at the Bank Holiday rate; i.e. time and half for the call out minimum hour + plain time for actual hours worked + time off with pay at later date for hours worked

Car User

Contractual Car User: monthly allowance of £40 plus non-contributory car park pass; mileage will be paid at HMRC rates;

Casual Car User: mileage at HMRC rate; Car parking – open scheme for all other posts

First Aid/ Fire Marshall Allowance/ Wellbeing Champion /Mental Health First Aider

A standard Allowance of £140.56 per annum will be paid to qualified and in-date, trained volunteers, where there is an agreed and approved business need. This allowance is not paid to employees whose job requires them to be First Aid or Fire Marshall trained as this is taken into account in the evaluation of the post.

Emergency Planning: Duty Volunteer Allowance

A standard Allowance of £140.56 per annum (paid as monthly sum) will be paid to in-date, trained volunteers. Volunteers will be on the duty rota. In addition to the flat allowance fee "Call out/duty" payments will be paid at the normal hourly rate for the emergency planning duty post as / when volunteer role is required.

Mileage rates

Category	Engine size	Rate per mile
All car users (HMRC rates)	All	45p (10,000+ miles - 25p)
Motorcycles (HMRC rates)	All	24p
Bicycles (HMRC rates)	N/A	20p

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