

SOUTHAMPTON CITY COUNCIL

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

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

Additional/Overtime Hours Payments: Monday – Saturday; Sunday

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 SCP 28:

Monday to Sunday: 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 SCP 28 will be a plain time only

Public and Extra Statutory Holiday*

All public holidays -(apply to all – inc. 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)

V 27 June 24th 2014

Irregular Hours Working (Service hours that include evenings / nights/weekends – all day) Public / Extra Statutory Holiday paid at rate shown*

Pattern 1:

Postholder works a varying pattern of hours over the week; 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

Pattern 2:

Unsocial hours and Night only workers:(Hours between 1830 and 0730)
Any day of the week where 30% or more of the postholder's contracted hours fall within the accounting period

- 6% enhancement for **all** hours worked

Tool Allowance

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

Apprentices

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

ALLOWANCES V27 June 24th 2014 : **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 Head of HR before being included in the standard framework

Standby & Callout

Standby payment
Monday – Friday £13.43
 Saturday £15.55
 Sunday/Bank Holiday £20.70
 (Weekly: £103.50 where week excludes Bank Hol)

Stand-by Allowance for Social Workers £26.76 (Green Book)
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 2 hours – this includes travel time at the rate of time and a half and payments are then calculated for each additional 30 minute period.
 In addition to the Standby flat fee “Call out” payments will be paid at **the normal hourly rate for the post.**

Travel element includes to site and back home.

General Notes

NOTES:

Call-out and Stand-by 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.

Standby and Call out rates will apply to Emergency Planning rota / affected posts;

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

Mileage Rates

Category	Engine Size	Rate per mile
All car users Inland Revenue rates	All	1-10000 miles 45 pence
		10,000+ miles 25 pence
Motorcycles Inland Revenue rates	All	24 pence
Bicycles Inland Revenue rates	N/A	20 pence
Mileage rates will only be changed as when they are reviewed by the Inland Revenue		

First Aid/ Fire Marshall Allowance

A standard Allowance of £136.44 per annum (First Aid) and £136.44 (Fire Marshall) 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 £136.44 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.**

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