

Allowances for Working Arrangements Outside of Normal Hours

1. Application

The following arrangements apply to all employees within the scope of the National Joint Council for Local Government Services (Green Book) unless otherwise stated elsewhere in your Statement of Particulars.

2. Variations to Working Arrangements

The arrangement of the working week shall be determined by the Authority in consultation with the recognised unions with a view to reaching agreement. The working week of individual employees may vary from time to time provided that the individual's average over a predetermined period does not exceed the standard working week over the same period.

In determining working arrangements to suit the needs of the service, the Authority will take into account the circumstances of individuals and groups of individuals. Working time arrangements should avoid

- a) short notice changes to rostered or expected patterns of work
- b) excessive hours in any particular week and
- c) unnecessarily long periods over which the weekly hours are arranged.

Managers, in determining working arrangements to suit the needs of each service, may average or aggregate hours over a reasonable period that reflects service needs.

Variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

3. Legislative Requirements

Working arrangements will comply with relevant Health and Safety legislation, including the European working time directive and its associated UK legislation.

4. Allowances and Payments

The following outlines allowances and payments for non-standard working.

(a) Additional Hours

Where practicable employees will be required to take time off in lieu on an hour for hour basis in preference to being paid for additional hours. Managers will determine whether in exceptional circumstances a minimum payment needs to be made to an employee in order to ensure that service needs are met.

Payment for hours worked in excess of the standard 36-hour week for Hay graded staff are based on the 100% midpoint of the grade. Planned overtime payments for Bexley 092 are in accordance with the London provincial agreement at a fixed rate.

Subject to the provisions in (2) above, all other employees who are required to work additional hours beyond the standard working week will be paid on the following basis:

- Monday to Saturday - Additional hours beyond the standard working week up to and including 40 hours - basic hourly rate (i.e. derived from the relevant spinal column point).
- Monday to Saturday above 40 hours - time and a quarter of plain time rate.
- Sundays - all additional hours - time and a half of plain time rate.
- Public Holidays - all additional hours - double plain time rate in complete recompense.

Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements apply.

(b) Sunday Working

Employees required to work on Sunday as part of their normal working week will be paid the basic hourly rate plus half of the plain time rate.

(c) Night Work

Employees required to work at night as part of the normal working week will receive an enhancement of one third of the plain time rate for all hours worked between midnight and 5.00 am.

(d) Public Holidays

Employees required to work on public holidays will, in addition to normal pay for the day, be either paid at plain time rate for all hours worked or be allowed equivalent time off in lieu subject to the exigencies of the service.

(e) Other non-standard Working Patterns

Details of payments for other non-standard working patterns are either contained elsewhere in your statement of particulars or are available from the HR Service.

Claims for payment should be made via [MyView](#) from September 2012. For details please see [here](#).