

CABINET REPORT CHRISTMAS CLOSEDOWN

Relevant Sections from the Single Status Agreement

2.4 Overtime

All employees who are required to work additional hours beyond the 37 hour working week (or beyond their contracted working pattern that averages a 37 hour working week (e.g.: rota/annualized hours)) are entitled to receive enhancements at the rate of basic pay at time and a half except for Public and Extra Statutory holidays where basic pay at double time will be paid.

Part-time employees are entitled to these enhancements only at times and in circumstances in which full-time employees would qualify. Otherwise a part-time employee shall work a full working week (i.e. 37 hours) before these enhancements apply.

2.5 Lettings

The payment conditions relating to overtime will also apply to lettings (where lettings are undertaken outside of contracted hours).

2.6 Recalls to work

The payment conditions relating to overtime will also apply to recalls to work'

A recall to work that requires the attendance of the employee for less than 2 hours will attract a minimum payment of 2 hours at basic pay at time and a half.

2.7 Payment for Public and extra bank holiday working as part of the normal working week

With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked.

Employees who are required to work on Christmas Day and New Year's Day as part of their normal working week shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.

2.8 Payment for Public and extra bank holiday working on a rest day

With the exception of Christmas Day and New Year's Day, employees required to work on a Public or Extra Statutory Holiday on their rest day shall be paid at double time for all hours worked.

Employees who are required to work on Christmas Day and New Year's Day on their rest day will be paid at double time rate for all hours worked and will, in addition, receive a day's leave in lieu on each day.

2.10 Stand By and Call Out payments

Stand By and Call Out Payments will be standardised and one rate of pay applicable to all. The new procedure will be available for reference on the single status web site. You can request a copy from your line manager if you do not have access to the web site.

2.11 Night work

Payments will be standardised for employees who work nights as part of their normal working week. All who work at night, will be entitled to the enhanced payments set out in Part 3, Paragraph 2.6 (c) of the National Joint Council for Local Government Services (Green Book) from the 1st April, 2009.

“Night Working” is defined by the Working Time Directive as working at least three hours consecutively between the times of 11.00 p.m. and 6.00 a.m. If you should work 3 consecutive hours during this period as part of your normal working week, you can expect to receive an enhancement of one third of time for all hours worked between 11.00 pm and 6.00 am.

2.12 **Sleeping in duties**

Employees who are required to sleep in on the premises will be paid a fixed national rate allowance per night, currently £32.52 (April 2008 rate). This allowance covers the requirement to sleep in and up to 30 minutes call out per night, after which normal overtime rates apply.