

## ALLOWANCES

*This agreement replaces that concluded between the University and the Joint Union Committee on 5 February 1997, and is effective from 1 August 2005.*

### Introduction

- 1) This document is concerned with non-standard but nevertheless regular patterns of work among support staff; and the salary premia such patterns of work attract.
- 2) While the working patterns of support staff in the University vary according to local practice, most involve Monday-Friday work at regular hours. This document does not concern that 'standard' working week. There are some groups of staff for whom 'normal' working time is different; for example catering and bar staff may expect to be working normally in the evenings, perhaps on an irregular basis depending upon work flow or trading patterns, and some groups of staff will expect to work normally at the weekends. For groups of staff in such business units, the University has to be able to offer salaries which are broadly in line with competition outside the University, or the business will become non-viable and either subject to contracting out or closure. In these cases, no allowances are payable above basic salary. Although University Sport Birmingham is included in the definition of those business units in which working hours differ from the norm, yet which have to compete with similar businesses in the locality, the University has agreed to a shift allowance for its staff in recognition of the complexity of the pattern they work.
- 3) Equally, many staff in the University may on occasions (i.e. irregularly), work outside their normal patterns of work by prior arrangement with their managers. The conditions of employment for support staff set out arrangements for overtime payments and time off in lieu for hours worked in excess of 36 a week. This document is not concerned with such irregular working patterns.

### Definitions

- Shift:** a working day or work period spanning the end of one day and the start of the next
- Early shift:** a shift which starts early in the morning and finishes typically mid afternoon
- Late shift:** a shift which starts typically mid afternoon and finishes late in the evening
- Night shift:** a shift which starts late in the evening and continues through the night to the start of the next working day
- Day shift:** a shift which starts in the morning and finishes in the late afternoon/early evening
- Shift cycle:** a regular, predictable arrangement where the timing of the shifts worked changes by a minimum of 4 hours after a given number of days to a different timing eg from 'earlies' to 'lates'

**Alternating (two shift) cycle:** a cycle of alternating 'earlies' and 'lates' or 'lates' and nights etc

**Rotating (three shift) cycle:** a cycle of 'earlies', 'lates' and 'nights' in succession covering a full 24 hour period

*Note:* Some or all of the above definitions may apply in a variety of working circumstances and as part of various daily work patterns, such as (but not exclusively) those staff who work a four-day-on and four-day-off pattern. Equally, some of the definitions may apply to some staff who work Monday to Friday, or those who work a more complex pattern of days. In each case, the points allocated will be for the criteria given in paragraph (6).

## Premia for shift cycles

- 4) The purpose of this document is to recognise those regular, predictable working patterns which impose significant elements of 'disturbance' (ie where the pattern of work varies significantly from one period to the next) and which involve extensive working during unsocial hours (ie when others might reasonably expect not to be working). The working patterns which attract shift premia are specified contractually in the letter of appointment.
- 5) Shift premia are payable where the pattern is **integral** to the employee's 'normal' working week. The premia **include** payment for scheduled work on bank holidays, University closed days and weekends. Any **overtime** worked on such days will be enhanced according to the arrangements set out in the conditions of employment for support staff.
- 6) The method of calculating the value of shift working patterns is as follows:

	Points
i) Starting time of early shift (on 2 or 3 shift cycles):	
after 7.30am	0
6.31am – 7.30am	1
6.30am or earlier	2
ii) Finishing time of late shift (on 2 or 3 shift cycles):	
before 9.00pm	0
9.00pm – 10.30pm	1
10.31pm or later	2
iii) Day shifts and shift cycles in which the difference between the starting times of earlies and lates varies by less than 4 hours	0
2 shift cycle (in which the difference between the starting times of earlies and lates (or lates to nights etc) varies by 4 hours or more	1
3 shift cycle (covering 24 hours a day)	4
iv) Full nights (including all the hours between midnight and 6.00am)	3
Partial nights (including at least 2 hours between midnight and 6.00am) (See note 1 below)	2
v) Weekends (both Saturday and Sunday)	2
Partial weekends (either Saturday or Sunday) (See note 1 below)	1
vi) University closed days/bank holidays (See note 2 below)	2

### Notes:

- 1 If the working pattern regularly – at least once every 3 weeks (averaged over 52 weeks) – requires night working, or weekend working, it will attract the relevant point score eg a rotating shift employee working nights for a third of his/her time would score 3 under iv) above. For working patterns between 1 in 4 and 1 in 8, subtract 1 point from the relevant point score above; and for working patterns less frequent than 1 in 8, score zero.
- 2 If the working pattern requires staff cover over 8 or more bank holidays and University closed days a year, and those working the pattern may therefore be required to attend on such days, it will attract the relevant point score. For working patterns which require cover on 3 – 7 bank holidays/University closed

days a year, score 1; and score zero for working patterns which require cover on fewer than three bank holidays/University closed days a year.

- 3 No point score is allocated to any element of a working pattern where the time is remunerated separately according to support staff conditions of employment, or for which equivalent time off in lieu is given.

- 7) Working arrangements which match the following scores will attract the shift premium shown:

0-2 points:	no premium
3-6 points:	16% of basic salary
7-9 points:	18% of basic salary
10-11 points:	20% of basic salary
12 or more points:	23% of basic salary

### Split shift working

- 8) '**Split shifts**' describes the working pattern for a single job (of non-resident staff) which normally requires two separate periods of attendance on the same day, where there is a break of at least two hours between shifts. (Thus an employee with two separate part time jobs does not qualify as a split shift worker.) The premium for split shift working is 6% of basic salary for the hours of the second attendance only.

### Sessional allowances

- 9) Sessional allowances are paid to staff who, in **addition** to their normal working week, return to work to carry out:
- a) **Weekend working** - activities of the normal working day/week which are required to be maintained at a basic level during weekends, bank holidays and University closed days, subject to a minimum 2 hour (or multiple of 2 hours) session on each day. This includes weekend working in the Biomedical Services Unit (see appendix 2, which shows the duties carried out at two levels of seniority) and the horticultural section of the School of Biosciences, where the premium payable is 1.75 times the hourly rate of point 28 on the support staff salary spine (or 1.75 times the hourly rate of point 39 for the 'further' duties carried out in BMSU). Sessions which fall on bank holidays or University closed days will be enhanced to twice the hourly rate of point 28 (or point 39 where appropriate), and time off in lieu equivalent to the time worked will be provided. In addition, a daily travel allowance of £8.45 is paid. (£8.45 is the rate for 2004-05: for subsequent years, the rate will be increased by the basic percentage increase in support staff pay, normally effective from 1 August each year. The travel allowance is not subject to enhancement on bank holidays or University closed days.)
  - b) **On-call working** - activities beyond the normal working day where staff are required by the terms of their contract and job description to be available to carry out maintenance or repair work. (Thus an employee who may occasionally, perhaps in an emergency, return to work will not qualify for an on-call working allowance.) The holders of posts designated as providing on-call cover will be paid an allowance as set out in appendix 3.

## General

- 10) In any case where more than one of the above definitions applies, only one premium/allowance is payable, whichever is the higher.
  
- 11) Those employees who are required to work under the arrangements set out in paragraphs 4 – 9 of this document will receive payment for Christmas Day, Boxing Day and New Year's Day, where these days fall on a Saturday or a Sunday, as if these days were University Closed Days. In such years, the bank holiday/s is/are transferred to the adjacent weekday/s, and staff who work on those transferred bank holidays will be paid accordingly.

## APPENDIX 1: Working Patterns And Allowances, January 2005

### a) Shift cycle arrangements

Job Title	(i) earlies	'normal' day	(ii) lates	(iii) shift cycle	(iv) nights	(v) weekends	(vi) bh/ucd	days on/off	closed periods	points	current allowance	new allowance
HAS Security rotating shift	7 am – 3 pm	No	3 pm – 11 pm	3	11 pm – 7 am	Yes	Yes – but paid extra in line with Ts&Cs	Varies – 3 or 4 on, 2 or 3 off	None (365 days/year)	12	23%	23%
HAS Security Alternating shift	7 am – 3 pm	No	3 pm – 11 pm	2	No	Yes	Yes – but paid extra in line with Ts&Cs	Varies – 3 or 4 on, 2 or 3 off	None (365 days/year)	6	16%	16%
IS Computer Support (actually one group of 6 staff in the Info & Computing systems div. of IS)	7.30 am – 4.30 pm	No	3.30 (2.30 Thurs) - 10.30 pm (10 pm Wed)	2	No	One Sat in four, for which TOIL given	No	Mon-Fri, but one weekday off for every Saturday worked	Christmas and Easter closed periods and bank hols <sup>1</sup> .	3	16%	16%
IT/AV Support Officers	7.00 am – 3.15 pm	8.30 am - 4.45 pm	10.45 am – 7.00 pm	No (less than 4 hours' difference)	No	One Sat in four – 8.30 am – 2.30 pm	No	8-weekly pattern: SE,E,D,L,SL,E ,D,L where all are Mon-Fri except SE & SL which are Mon – Sat. SE = 7-1 + Sat SL = 1-7 + Sat E= 7-3.15 D=8.30-4.45 L=10.45-7	Christmas and Easter closed periods, and bank hols.	1	None	None
IS Attendants	7.30 am – 3.45 pm	No	2.45 – 11.00 pm	2	No	No	May Bank Hols only – but paid extra in line with Ts&Cs)	Mon-Fri	Christmas and Easter closed periods + August bank holiday.	4	16%	16%

<sup>1</sup> Occasionally, these staff are required to provide some level of monitoring or support during such periods, in which case an appropriate rota is made for some staff to provide this from home or to come into work to do so, for which overtime is paid accordingly.

Job Title	(i) earlies	'normal' day	(ii) lates	(iii) shift cycle	(iv) nights	(v) weekends	(vi) bh/ucd	days on/off	Closed periods	points	current allowance	new allowance
Barber Security <sup>2</sup>	7.00 am – 5.15pm	No	11 am - 9.15 pm	Yes	No	Yes	Yes – but paid extra in line with Ts&Cs	4 on 4 off	None (365 days/year)	5	16%	16%
Barber Visitor Assistants	No	8.30 am – 5.00 pm	No	No	No	Yes	Yes – but paid extra in line with Ts&Cs	4 on 4 off	Christmas Eve –Boxing Day incl, New Years Day, Good Friday	2	None	None
Barber Deputy Bldgs Manager	7.00am-5.15pm (F-Su)	No	9.00 am – 7.15pm (M-Th)	No (less than 4 hours' difference)	No	Yes	Yes – but paid extra in line with Ts&Cs	4 on 4 off	Christmas Eve –Boxing Day incl, New Years Day, Good Friday	2	None	None
HAS Jarratt Hall Site Co-Ordinator <sup>3</sup>	No	No	1.00 – 11.15 pm	2	11.00 pm – 9.15 am	Yes	Yes - but paid extra in line with Ts&Cs	4 on 4 off	None (365 days/year)	8	None except 16% night shift allowance for hours worked between 11pm&6am	18%
HAS Pritchatts Park Site Co-Ordinator	No	No	3 pm - midnight	No	No	Yes	Yes - but paid extra in line with Ts&Cs	4 on 3 off 3 on 4 off, on annualised hours	None (365 days/year)	2	None	None
HAS Vale Assistant Site Co-ordinator	7.00am – 4.00pm	No	1.00 – 11.15pm	2	No	Yes	Yes - but paid extra in line with Ts&Cs	4 on 3 off 3 on 4 off, on annualised hours	None (365 days/year)	6	16%	16%

HAS Foundation of Sport staff have not been included in this table of shift allowances, because a market rate has been identified for them.

<sup>2</sup> Long-standing Barber security staff have allowances incorporated into basic pay on a protected basis. More recently appointed staff have received a 16% allowance.

<sup>3</sup> The working patterns of this staff group are currently subject to review

b) Night Working

Job Title	(i) earlies	'normal' day	(ii) lates	(iii) shift cycle	(iv) nights	(v) weekends	(vi) bh/ucd	days on/off	Closed periods	points	current allowance	new allowance
HAS Security - nights	No	No	No	No	11.00 pm – 7 am	Yes	Yes – but paid extra in line with Ts&Cs	Varies – 3 or 4 on, 2 or 3 off	None (365 days/year)	5	16%	16%
HAS Conference Park Night Porter	No	No	No	No	11.00 pm – 7 am	Yes	Yes - but paid extra in line with Ts&Cs	Staff work 3 days one week, 4 days the next – but these can be any days and are not necessarily consecutive.	During closed periods and August, night staff not needed; these staff given day duties instead to fulfil their contracts	5	16%	16%
HAS Vale Site Co-ordinator	No	No	No	No	10.00 pm – 7.15 am	Yes	Yes - but paid extra in line with Ts&Cs	4 on 3 off 3 on 4 off, on annualised hours	None (365 days/year)	5	16%	16%
Barber Night Security <sup>4</sup>	No	No	No	No	9.00 pm – 7.00 am	Yes	Yes – but paid extra in line with Ts&Cs	4 on 4 off	None (365 days/year)	5	None (see note 3)	16%
HAS Sports Centre Cleaners (pt)	No	No	No	No	10.00 pm – 10.00 am	Alternate Sundays	No contractual obligation to work – volunteers asked for on days when the centre is open, who are paid extra in line with Ts&Cs	3 on 4 off	6 days at Christmas/ New Year. Other closed days/ statutory days are worked by volunteers	4	16%	16%

<sup>4</sup> Long-standing Barber security staff have allowances incorporated into basic pay on a protected basis (no new night security staff have been appointed since the current shift allowance was introduced)

## **APPENDIX 2: BMSU Weekend and Closed Day Cover**

Duties will normally be carried out in the morning session (= 4 hours). Staff will be expected to work all 4 hours of the session.

### **Routine Duties**

- 1 Check that the animal environment, including bedding, temperature, equipment function is optimal
- 2 Feed and water with some preparation of food required
- 3 Visually check all animals to identify any welfare problems
- 4 Clean and wash cages
- 5 Fill cages with appropriate bedding
- 6 Report any problems to a senior colleague

These duties will be covered on a rota basis by BMSU band 200 and 300 staff.

### **Further Duties**

- 1 Seek to resolve any problems relating to animal welfare and husbandry
- 2 Monitor experimental animals and complete as necessary welfare score sheets
- 3 Prepare and administer therapeutic treatment, special diets etc as directed
- 4 Assist as necessary with experimental work
- 5 Where appropriate, make a return visit later in the day to monitor and treat any animals that have given rise to concern, carry out licensed procedures in accordance with experimental protocols, or to check equipment after power failure
- 6 Report unusual animal behaviour or clinical signs, notifiable adverse effects of treatment etc to the scientific researcher (whether present or not), and the Named Animal Care Welfare Officer (and to the Named Veterinary Surgeon)
- 7 Where contingency plans are not applicable, and it is considered necessary, to carry out euthanasia by Schedule 1 method

These duties will be carried out on a rota basis by BMSU band 400 and above staff.

May 2005



## APPENDIX 3: Allowances for On-Call Working

### Purpose

1. The Scheme is designed to compensate support staff who are required by the terms of their contract and job description to be available on an 'on-call' basis to carry out work beyond the normal working day.
2. Such staff are required to be available to be called upon for advice, or if necessary, to attend the University, to deal with incidents which might be regarded as an emergency, and to ensure that the situation is stabilised and any risks to the University, its staff, students or property are removed at least until the matter can be more fully dealt with.

### Scope

3. On-call payments will be payable for work of the nature described above undertaken outside the normal working day by support staff who are contractually obliged, through their contract terms or job description, to provide an out of hours service.
4. Where an employee is scheduled to provide on-call cover, they are contractually obliged to make themselves available to undertake the duties required of them, and must be in a fit state to undertake these duties safely and effectively. Consumption of alcohol whilst scheduled to provide on-call cover is likely to significantly impair a person's ability to fulfil their duties and may therefore lead to appropriate action being taken against them. This could include disciplinary action.
5. Where an out-of hours on-call scheme is undertaken on a voluntary basis, Budget Centres may come to their own arrangements outside the scope of this Scheme though they will be encouraged to consider making the payments for attending site broadly comparable to this Scheme.
6. For the purposes of this Scheme, the normal working day will be dependent upon the contractual arrangements for the employee concerned. Where an employee is required by their contract of employment to work:
  - i. full time from Monday to Friday each week or part time on days exclusively between Monday and Friday each week, all days except Saturdays, Sundays, Bank Holidays and University Closed Days (unless there is an express requirement in the contract that the employee will work on Bank Holidays and University Closed Days – see below) will be regarded as normal working days.
  - ii. 5 days out of every 7, the 5 days in any particular week on which they are scheduled to work will be regarded as normal working days.
  - iii. a 7-day shift rota, all days on which the employee is scheduled to work in any particular week will be regarded as normal working days.
  - iv. on Bank Holidays and University Closed Days, such days on which they are scheduled to work will be regarded as normal working days.

- v. on Saturdays or Sundays, their Head of Budget Centre (or nominated representative) will be required to designate two days in the week which will be treated as rest days, and Saturdays, Sundays and all other days which are not designated as rest days will be regarded as normal working days.
7. The hours of work on which the normal working day is considered to start and end will be determined and published by the Head of Budget Centre and will be dependent on service need and the contractual arrangements in place.
  8. Staff providing an on-call service will be issued with a list of their duties and responsibilities, any relevant procedures and contact information by their Head of Budget Centre (or nominated representative).
  9. The schedule for performing on-call duties will be published by the Head of Budget Centre (or nominated representative), in good time to enable the member of staff to arrange for their availability.
  10. The attached form sets out the details which should be clarified for each individual who works on an on-call basis. A copy of the completed form should be retained by both the employee and the Budget Centre. Should any of these arrangements change, a new form should be completed.

### **Basic Payment**

11. Each *occasion* of on-call duty lasts for a maximum of 24 hours with the precise start and finish times being agreed in advance by the manager and employee. There should normally be a maximum of 7 *occasions* per calendar week. Each *occasion* is likely to either:
  - i. commence at the end of the normal working day and last until the commencement of the next working day or, where the subsequent day is not a normal working day, for an agreed period which would not exceed 24 hours, or
  - ii. commence at the end of the last occasion and last until the commencement of the next working day or for an agreed period which would not exceed 24 hours.
12. Each *occasion* of on-call duty will be paid at a rate of £20.80 (as at May 2008). This rate will rise in line with any across the board percentage pay award agreed for Support Staff.
13. An *occasion* of on-call duty during which a minimum of 8 hours of that *occasion* fall on either a day which is not a normal working day for that member of staff, or on a Bank Holiday or University Closed Day irrespective of whether such a day is a normal working day, will be paid at double the rate for a single occasion.
14. Where an employee is on call for a minimum of 8 hours on either a Bank Holiday or a University Closed Day, the employee will also receive one normal working day's time off in lieu.

### **Payment for attending the University**

15. In addition to the basic payment, if the employee is required to attend the University, they will be paid a further payment based on their standard contractual hourly rate for the hours spent between

leaving home and arriving back home after visiting the site. 'Home' is defined as wherever they happen to be at the time subject to that place being within easy reach of the University, and does not imply that those who are on call should remain at home throughout their period of duty. Payments will be made in line with the following:

For an *occasion* which commences on a normal working day:

- i. If the employee leaves home to attend the University for the first time on that *occasion* prior to midnight, they will receive payment at time and a half, subject to a minimum of 2 hours pay. If the employee leaves home to undertake subsequent visits to site on that *occasion* prior to midnight, they will receive payment at time and a half.
- ii. If the employee leaves home to attend the University for the first time on that *occasion* after midnight, they will receive payment at double time, subject to a minimum of 2 hours pay. If the employee leaves home to undertake subsequent visits to site on that *occasion* after midnight, they will receive payment at double time.

For an *occasion* which commences on a Bank Holiday or University Closed Day:

- iii. If the employee leaves home to attend the University for the first time on that *occasion* either before or after midnight, they will receive payment at double time, subject to a minimum of 2 hours pay. Subsequent visits to site on that *occasion* either before or after midnight will be paid at double time.

For an *occasion* which commences on a non-working day which is not a Bank Holiday or a University Closed Day:

- iv. On the first non-working day in that week on which the employee is required to work, if they leave home to attend the University for the first time on that *occasion* prior to midnight, they will receive payment at time and a half, subject to a minimum of 2 hours pay, for the first (up to) 4 hours worked and double time for any subsequent hours. If they leave home to undertake any subsequent visits to site on that *occasion* prior to midnight they will receive payment at time and a half until an aggregate of 4 hours has been worked on that *occasion* at which point any further payment will be at double time.
- v. On the second non-working day in that week on which the employee is required to work, if they leave home to attend the University for the first time on that *occasion* either before or after midnight, they will receive payment at double time, subject to a minimum of 2 hours pay. Subsequent visits to site on that *occasion* either before or after midnight will be paid double time.

Payment will be made according to one of the above five arrangements, as is most appropriate, whichever is most advantageous to the member of staff, not a combination of arrangements.

16. If the employee is required to use their own vehicle to travel to the University to attend a call-out, they will be reimbursed at the University's standard mileage rates.

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