

NON-STANDARD WORKING POLICY

This statement sets out the Council's policy for employees who are required to work outwith normal working hours to provide key services to the community. The policy covers Shift Working, Night Working and Sleep In payments.

Shift Working

The Council recognises that shift working arrangements are required in some circumstances to ensure the ongoing provision of Council Services outwith standard working periods.

The Council's arrangements for employees who are contractually required to work shifts are as follows:

- 1 The Council will pay a weekly flat rate allowance to those employees who are required to work either "alternating" or "rotating" shifts as part of their contracted working pattern. The [weekly flat rate allowance](#) will be up-rated in line with annual pay awards. Those employees who have their shift pattern held on payroll are paid this allowance whilst on annual leave. Where employees are required to complete an additional claims form for shift, this is also incorporated into the calculation for an additional holiday pay top-up, which is payable for the first four weeks of annual leave, based on a preceding 52-week reference period.
- 2 Services will classify posts as qualifying for the shift allowance based on their contracted working patterns.
- 3 Shift arrangements must cover a continuous period of 14 hours a day or more over 5 days or more for this payment to be appropriate.
- 4 In the event of shift cover requirements varying on a day-to-day basis ie 14hrs Monday, 16hrs Tuesday, 12hrs Wednesday, the total period of cover required should be used to determine whether a shift payment is applicable, eg the total period of cover over a 5 day period should exceed 70 hours (5 days x 14hrs).
- 5 There should be at least 4 hours between the starting times of the earlier and later shifts.
- 6 In the event of an employee being off sick, shift allowance will be paid for employees who are contracted to work shifts. Contractual shift payments will also be made for other forms of paid leave eg annual leave, maternity/paternity leave and compassionate leave.
- 7 Shift payments will be pro-rated for part-time employees.
- 8 Posts in receipt of the Shift Working allowance will not be eligible for night working allowances.
- 9 Where a shift pattern includes a significant element of night working, the Service will have the flexibility to choose to apply the night working allowances instead of

shift allowances if the arrangement is more favourable to the employees concerned.

Night Working

The Council recognises that night working arrangements are required in some circumstances to ensure the ongoing provision of Council Services outwith standard working periods. There are two types of employees who are required to work at night.

- A “nightworker” is an employee who normally works the majority of their working hours during the night and which equates to 75% or more of their weekly working time.
- An employee may be contractually required to carry out work at night, as part of the normal working week which falls between 21.00 hrs and 07.00 hrs but does not cover their entire shift.

The Council’s arrangements for employees who are contractually required to carry out night working are as follows:

- 1 For employees who are defined as a “nightworker” the Council will pay a flat rate allowance per hour for the total duration of the shift. The allowance will be up-rated in line with annual pay awards.
- 2 For work required at night as part of the normal working week, the Council will pay [a flat rate allowance](#) for any hours worked between 21.00 hrs and 07.00 hrs. The allowance will be up-rated in line with annual pay awards. Those employees who have their night working held on payroll are paid this allowance whilst on annual leave. Where employees are required to complete an additional claims form for night working, this is also incorporated into the calculation for an additional holiday pay top-up, which is payable for the first four weeks of annual leave, based on a preceding 52-week reference period.
- 3 In the event of an employee being off sick, night working allowances will be paid for all employees who are contracted to work nights or who are defined as a “nightworker”. Contractual night working payments will also be made for other forms of paid leave eg annual leave, maternity/paternity leave, compassionate leave.
- 4 Posts in receipt of the Night Working Allowance will not be eligible for Shift Working allowances.

Sleep Ins

The Council recognises that sleep in arrangements are required in some circumstances to ensure the ongoing provision of Council Services outwith standard working periods.

The Council will pay [an hourly rate](#) in line with the Scottish Local Government Living Wage. This will be up-rated in line with annual pay awards. In addition, payments made are incorporated into the calculation for an additional holiday pay top-up, which is payable for the first four weeks of annual leave, which is based on a preceding 52-week reference period.

Where an employee is called out whilst undertaking sleep in duty payment, there will be no entitlement to payment during the first 30 minutes, thereafter the appropriate overtime rates as outlined in the [Overtime, Standby and Callout Policy](#)

For further information, contact the Payroll & Reward Team on 475555 option 3 or payrollandreward@pkc.gov.uk.