

OUT OF HOURS WORKING PAYMENTS

On Call (Standby Allowance)

An On Call (or Standby) allowance is payable to staff who are required to be on call during weekday evenings or at weekends. The allowance is paid at a flat rate (e.g. as regular monthly allowance) and is pensionable when it is a formal part of the employment contract. It is not subject to pay awards but will be periodically reviewed in light of 'market conditions. Staff in grades SG1 to SG9 only qualifies.

Rates are per session. A session is defined as follows:

- i. any period between the end of a normal work day and the start of another (effectively 5 pm to 9 am)
- ii. Weekend/public holiday

The flat rates payable are as follows:

- Weekday: A fixed rate of £10
- Weekend and Public A fixed rate of £15
- Holiday

A call-out fee is payable in addition to the On Call allowance where this is appropriate.

Claims for On Call Allowances that are not part of a contractual payment should be submitted on the Monthly Out of Hours Payments Request Form.

Call Out fee

A Call Out fee is payable where staff who are On Call are actually required to attend to a work related issue. For staff in grades SG1 to SG6 the rate payable is the appropriate overtime rate. For staff in grades SG7 to SG9 the rate payable is a flat hourly rate calculated with reference to the individual's grade maximum point (London Weighting is not taken into account). The fee is non-pensionable.

In addition to staff in receipt of an On Call Allowance, the Call Out may be paid

- i. where staff are contacted and requested to attend to a work related issue out of hours on a best endeavour basis (i.e. where they happen to be available but are under no obligation to attend).
- ii. Where staff are called on to undertake emergency work from home (e.g. network monitoring).

Actual travel expenses incurred during call out are reimbursed on receipt of a claim.

Claims for Call Out fees should be submitted on the Monthly Out of Hours Payments Request Form.

Special Events and Tasks Allowance (SETA)

A SETA allowance is payable to staff who, at management's request, agree to undertake or perform special tasks, projects, events etc out of normal working hours. Payments are per session. A session is a block period of 3 ½ hours.

- A minimum of 3 ½ hours must be worked to qualify for a SETA payment. Thereafter, hours worked as a proportion of a full session will be paid as if a full session had been worked.

SETA payments are primarily designed for staff in grades SG7 to SG9 and payment will be calculated with reference to an individual's grade maximum point (London Weighting is not taken into account). It is expected that staff in grades SG1 to SG6 will normally be paid overtime instead. All awards are subject to the prior approval of the Director of Human Resources who may round-up/round down or, exceptionally, adjust awards at his discretion. Awards are non-pensionable.

Claims for SETA payments should be submitted on the Monthly Out of Hours Payments Request Form.

Open Day Fee

An Open Day Fee allowance is payable to staff who, at management's request, attend Saturday Open Days.

- Members of the professional services, up to and including Grade 6, will be paid overtime or allowed time off in lieu.
- Professional services Grade 7 and above and academic staff up to AC4 will be paid a nominal amount of £100 for a full day, or £50 for half day attendance.

There will be no additional payments for senior management grades or those on AC5 and above.

If attendance at Open Days is written into job description, there will be no additional payments as it is assumed to be a condition of the employment.