

# Allowances and Enhancements

## Policy

### 1. Aim

To provide information to managers and employees about what allowances and enhancements are paid to recognise working patterns necessary for service delivery.

Claims should only be made in accordance with the criteria and wage types described in this policy.

### 2. Scope

This information applies to NJC, Hay and where relevant SMG employees on permanent, temporary or fixed term contracts. Please see the specific allowance or enhancement to determine if it applies to the work pattern and terms and conditions.

This information does not apply to F&RS (Grey Book), Soulbury (Blue Book), Youth and Community (Pink Book), or Centrally Employed Teachers. Please refer to the respective terms and conditions for further information, which can be found on the [Pay and Conditions](#) page of The Point.

### 3. Who can help?

If you require this document in an alternative format then please contact the HR Policy Queries email: [HRPolicyQueries@westsussex.gov.uk](mailto:HRPolicyQueries@westsussex.gov.uk)

### 4. Principles

We will:

- Provide any relevant allowance/enhancement where necessary.
- Support any employee with the correct allowance/enhancement.
- Ensure that allowances/enhancements are applied fairly.

## 5. Key Provisions

### **Approved Mental Health Practitioner Allowance**

**Wage type:** 2150 (less than 5 years); 2151 (more than 5 years)

**Applies to:** Approved Mental Health Professionals (AMHP)

**Information:**

Entitlement to this allowance is dependent upon AMHPs continuing to practice as an AMHP, remaining warranted, and making an adequate contribution to the AMHP duties whilst undertaking the Council's statutory obligations under the Mental Health Act. These duties include undertaking MHA team assessments, and participation in the AMHP daytime duty rota or Out of Hours rota

This allowance is payable at two levels, the first for AMHPs with less than 5 years AMHP experience and the second for AMHPs with more than 5 years AMHP Experience. The allowance will be pro-rated to reflect part-time contractual hours

£1,803.12 per annum (staff with less than 5 years AMHP experience)

£2,060.64 per annum (staff with 5 or more years AMHP experience)

### **Call Out Allowance**

**Allowance:** Call Out Allowance

**Wage type:** 2276

**Applies to:** Facilities employees **only**

**Information:**

An arrangement for covering out-of-hours emergencies by providing a central call out point which has the names and telephone numbers of employees, any of whom may be contacted in the event of an emergency

Different allowances are payable according to the time and duration when called out. The following sliding scale of call out allowances is based on a **percentage of SCP 28:**

- Up to 2 hours - 0.16%
- Up to 2 hours finishing after 22.30\*\* - 0.24%
- 2-4 hours - 0.28%
- 2-4 hours finishing after 22.30\*\* - 0.36%
- More than 4 hours - 0.48%

\*\* or at weekends

See also section on Standby Allowances

### **Crawley Weighting Geographic Market Supplement**

**Wage type:** 2181

**Applies to:** NJC, Hay and SMG

**Information:**

A geographic market supplement payable to employees whose principal place of work is within the boundaries of Crawley Borough Council. Entitlement to receive this supplement is only for the period of time that your principal place of work is located within the boundaries

This supplement will be removed with period of contractual notice (of up to three months) if the place of work is changed to a location outside the boundary of Crawley Borough Council

This does not apply to Teachers, Youth & Community and Soulbury staff where separate national arrangements apply

**Wage type:** 3512

**Applies to:** NJC, Hay and SMG on casual contracts **only**

**Information:**

Casual employees whose principal place of work is within the boundaries of Crawley Borough Council can make a claim for this market supplement for each hour worked

### **First Aid Allowance**

**Wage type:** 2208

**Applies to:** Employees that are **not** contracted and remunerated to provide first aid as part of their role **and** have completed the First Aid at Work 3-day course

**Information:**

Only payable to staff who are on a rota for first aid cover or are a first aider for an establishment. The allowance is paid at the manager's discretion

Service Units should notify Shared Services of the names of qualified first aiders and forward photocopies of their valid first aid certificates from the First Aid at work 3-day course from an HSE accredited trainer. The first aid certificate expires after 3 years and will need to be renewed for payment to continue

The first aid allowance is £16.69 per month

### **Overtime**

Managers should avoid the use of overtime working where possible. TOIL should always be considered in the first instance. The contract of employment determines whether or not overtime is payable

Hay and NJC staff grade above Grade 8 are **not** normally entitled to claim overtime. Where overtime working is unavoidable for those above Grade 8, an evidenced business case/rationale has to be approved by Head of Business Unit, in conjunction with the Relationship Manager

### **Overtime (in excess of 37 hours)**

**Wage type:** Various

**Applies to:** NJC staff SCP 30 or less

**Information:**

Normal working day (Monday-Friday)

Time and one fifth (3064)

Saturday and Sunday working (where this is not a normal working day)

Time and one half (3046)

### **Overtime - Additional Hours (up to 37 hours per week)**

**Wage type:** Various

**Applies to:** NJC Staff (SCP 30 and below) contracted to work less than 37 hours per week

**Information:**

These rates apply to part time staff working additional hours over and above their contracted hours and up to 37 hours

Monday –Friday before 8pm  
Plain hourly rate (3056 or 3094)

Monday – Friday after 8pm.  
Time and a fifth (3402)

Weekends – all hours  
Time and a half (3140)

For hours over and above contracted hours and up to 37 hours, no other claims can be made for unsocial hours/night hours worked at weekends; hours in excess of 37 hours should be claimed as overtime

**Overtime - Additional Hours (in excess of 37 hours)**

**Wage type:** N/A

**Applies to:** HAY and NJC Staff over SCP 30

**Information:**

In exceptional circumstances only and where TOIL is not possible, an individual can be paid for additional hours at the above rates

**Saturday Enhancement**

**Wage type:** 2130

**Applies to:** Library staff up to NJC grade 8 **ONLY**

**Information:**

Work on Saturdays as part of their normal working week

Hours paid at time and a half

Staff contracted to work only on a Saturday are **not** eligible for a Saturday enhancement

**Shift Allowance- Alternating**

**Wage type:** 2342

**Applies to:** Facilities staff

**Information:**

An alternating shift allowance is payable where two shifts on a rota basis (not including a night shift) are worked over 4, 5 or 6 days a week. Payable where:

- The total period covered by the shifts is 11 hours or more;
- There are at least 4 hours between the starting time of the earliest and latest shifts;
- The number of 'normal office hour' shifts does not exceed one half of the total number of shifts in the rota

Where the above conditions are satisfied, the alternating shift allowance will be paid:

- **12.5% of salary:** where the total period covered by the two shifts is between 11 and 14 hours

- **14.0% of salary:** where the total period covered by the two shifts is more than 14 hours

### **Shift Allowance - Rotating**

**Wage type:** 2342

**Applies to:** AMHPs (permanent night staff) and Facilities staff

**Information:**

A rotating shift allowance is payable where:

- The total period covered by the shift is 18 hours or more
- At least 4 hours are worked between 20.00 and 06.00

Where the above conditions are satisfied, the following allowances are payable:

- **17.0% of salary:** for three shifts on a rota basis including a night shift over 5 or 6 days a week
- **20.0% of salary:** for three shifts on a rota basis including a night shift over 7 days a week

The shift allowance is payable, where appropriate, in addition to the enhanced rate of pay for work on a Saturday or Sunday as part of the normal working week

Time worked beyond the normal shift should be regarded as overtime. See overtime section

### **Sleeping In Allowance**

**Wage type:** 3351

**Applies to:** NJC and Hay staff working in residential settings and resource centres

**ONLY**

**Information:**

Payable where a member of staff is required to sleep on the premises but is not classed as being on duty

A flat rate allowance is paid as follows: from 1 April 2020 - £37.07 per night

Where the member of staff is woken and required to work, overtime can be claimed after the first 30 minutes; see overtime section

### **Split Duty Allowance**

**Wage type:** 3362

**Applies to:** Contracted staff in residential homes **ONLY**

**Information:**

For employees whose daily hours are split into two sessions separated by more than 2 hours

Claimed as an amount for each hour at 0.05p

### **Standby Allowance**

**Wage type:** 2364

**Applies to:** Facilities Management **ONLY**

**Information:**

An annual allowance equal to 7% of Spinal Point 15

This allowance is paid to staff that work standby duties (usually at home) to deal with out of hours emergencies

See also section on Call Out Allowances

**Applies to:** NJC Systems Engineers (Fire & Rescue Service) ONLY

**Information:**

A weekly allowance proportionate to an annual sum of 8% of SCP 18 (rounded to the nearest 10p)

This allowance is paid to staff that are required to be available outside normal working hours, usually at home, to deal with communication problems

### **Standby Duty**

**Wage type:** 3364

**Applies to:** N/A

**Information:**

From 1 April 2020 - £29.83

Where appropriate, managers may ask employees to participate in standby rotas set up to deal with out-of-hours emergencies connected with the particular service. Such rotas involve employees being on call for a specific period of time, usually at home

For more information about the standby arrangements, please contact your usual HR contact in the first instance

### **Working at night – Night Hours Enhancement**

**Wage type:** 3128

**Applies to:** NJC (typically grades 6 and above) and Hay Residential Care Staff Senior Support Workers, Child Care Officer, Care Officers, Assistance Managers and Managers **ONLY**

**Information:**

Where hours are worked between 22.00 and 06.00 on **any day** of the **normal working week**

An enhancement of one third of the usual hourly rate and can be claimed. If hours worked between 22.00 and 06.00 also fall on a weekend or a bank holiday additional claims can be made. See Working on Bank Holidays and Working at Weekends section

If hours worked between 22.00 and 06.00 are **in addition** to **normal contractual working week** they should be regarded as overtime; see Overtime section

### **Working at Night – Unsocial Hours Enhancement**

**Wage type:** 3102

**Applies to:** NJC (typically grade 5 and below) Residential Care Staff. Night Care Assistants and Support Workers **ONLY**

**Information:**

Where hours are worked between 20.00 and 06.00 **as part of the normal working week** from **Monday to Friday**

Unsocial hours cannot be claimed at the weekend. Instead, the Weekend Working Enhancement (3144) can be claimed for all hours worked at the weekend

An enhancement of one fifth of the usual hourly rate can be claimed

If hours worked between 22.00 and 06.00 fall on a bank holiday an additional claim can be made. See Working on Bank Holidays section

### **Working at Weekends – Weekend Working Allowance**

**Wage type:** 2426

**Applies to:** NJC (typically grades 6 and above) and Hay Senior Support Workers, Child Care Officers, Care Officers, Assistant Managers and Managers **ONLY** (For Library Assistants, please see the Saturday Enhancement)

**Information:**

Where there is a **contractual** requirement to work on a Saturday and/or Sunday as **part of a normal working week** and where the contracted weekend hours equate to at least 10% or more of the total contracted hours.

Where less than 10% of contracted hours are at weekends, no form of weekend working can be claimed.

An enhancement of two additional Spinal Column Points can be paid.

Where contractual hours worked at the weekend (up to a total of 37 hours) also fall at night, the night hours enhancement may also apply. See Working at Night section.

Any weekend work **outside** the **contractual normal working week** should be regarded as overtime. See Overtime section.

### **Working at Weekends – Weekend Working Enhancement**

**Wage type:** 3144

**Applies to:** NJC (typically grade 5 and below) residential care staff who are not entitled to the Weekend Working Allowance  
Night Care Assistants, Support Workers, AMHPs **ONLY**

**Information:**

Where there is a **contractual** requirement for work on a Saturday and/or Sunday as **part of the normal working week**

An enhancement of a half can be claimed for all hours worked

Any weekend work **outside** the **contractual normal working week** should be regarded as overtime. See Overtime section

### **Working at Weekends – Weekend Working Overtime**

**Wage type:** 3140

**Applies to:** NJC residential care staff contracted for less than 37 hours per week **ONLY**

**Information:**

For additional hours worked at the weekend, over and above the contractual part time hours and up to 37 hours per week

Claimed at time and a half

After 37 hours all hours worked should be regarded as overtime. See Overtime section

### **Working on a Bank Holiday – Bank Holiday Additional Hours**

**Wage type:** 3080

**Applies to:** NJC and Hay staff **contracted** to work **less than 37 hours per week** (part-time staff)

**Information:**

Where staff are required to work additional hours on a bank holiday which are over and above the contracted hours and up to a total of 37 hours

Double time can be claimed

Night hours enhancement can also be claimed, where relevant; see Working at Night section

*No TOIL can be claimed*

### **Working on a Bank Holiday – Bank Holiday Enhancement**

**Wage type:** 3196

**Applies to:** NJC and Hay staff **contracted to work on a bank holiday** as part of normal working week

**Information:**

Plain time enhancement can be claimed. In addition, TOIL can be claimed

This means that that staff will end up being paid the equivalent of double time and would also be entitled to the hours worked on a bank holiday as TOIL

Night hours enhancement can also be claimed, where relevant. See Working at Night section

### **Working on a Bank Holiday – Bank Holiday Overtime**

**Wage type:** 3054

**Applies to:** NJC and HAY staff working hours over 37 hours on a bank holiday (overtime), when it is not contracted

**Information:**

For all hours worked in excess of 37 hours on a bank holiday

Double time can be claimed

### **The night hours enhancement CAN NOT be claimed**

#### **Allowances Requiring Prior Processes or Approval**

The following require a process to be completed and/or a sign off process before they can be set up and paid. Self-service cannot be used for these payments.

#### **Market Rate Supplement**

**Wage type:** 2258

**Applies to:** NJC, Hay and SMG, where relevant

**Information:**

Only to be used where significant recruitment and retention issues arise as a result of the WSCC job evaluation schemes, grading structures and base pay do not reflect marketplace factors. These factors may include market pay rates relating to specific job



families or fluctuating demand for skills in the marketplace, and where prior approval has been gained

Levels of Market Rate Supplement must be objectively justifiable; see Market Supplement Policy for further information

### **Acting Up**

#### **Wage type:**

Full acting up wage type: 2152

Partial acting up wage type: 2153

**Applies to:** Both full and partial acting up apply to NJC, Hay and SMG

#### **Information:**

Full acting up is applicable where an employee is required to undertake all the duties and responsibilities of a higher graded position.

Partial acting up should be used when an employee is required to undertake more than 30%, but less than 100%, of the duties of a higher graded post.

The value of the acting up is calculated as the difference between the employees' substantive pay and the bottom SCP of the higher graded role. There is a minimum qualifying period of 4 weeks before the allowance can be paid, however it is backdated to the first date of acting up.

Acting up would typically be used to cover shorter term arrangements; during the acting up period the post holder does not acquire the full set of terms and conditions for the role they are covering, which is why it is not suitable for long term arrangements.

If a pay award is agreed during the acting up period, then it should be applied to both payments. Where the acting up straddles T&Cs the pay award will only be applied to the relevant salary.

Normal incremental progression applies to the substantive salary only, so the total value of the allowance may reduce if the employee moves up an increment. The individual DOES NOT receive pay progression on the acting up allowance as they are NOT ACQUIRING the terms and conditions of the post.

For further information please contact your HR Business Partner in the first instance.

### **Exceptional Responsibility Allowance**

**Wage type:** N/A

**Applies to:** Individuals as agreed in the business case

#### **Information:**

Where there is an exceptional need to provide payment to an individual for taking on:

- Additional temporary duties at a higher grade where the criteria for acting up is not met (and it is not agreed as a 'stretch target' or a development opportunity), or;
- Additional temporary project work, where a secondment or role review would not be suitable, or;
- Taking on additional work at their current grade, on top of their own role, that is above and beyond what could be reasonably expected of someone at that grade, or;

- For a focused period working a significant number of hours, above and beyond what could be reasonably expected of someone at that grade, to meet business need, where TOIL or overtime payments are not possible/appropriate

The allowance may only be paid if a business case has been made and approved by both the Head of Service and Executive Director.

The rationale for the payment and the how the value of the payment has been calculated must be included, there are three ways in which the value may be calculated:

- Role review – additional/amended duties are measured by JE and allowance is difference between current grade, and what duties have been evaluated at
- A value is determined equivalent to X no of hours at normal hourly rate, appropriate to task
- Value is assigned to duties of a higher grade that are being covered and do not exceed 30% of the higher graded salary (otherwise the criteria for partial acting up are met)

<b>Date</b>	<b>Amendment</b>	<b>Author</b>
<b>30/11/2020</b>	Converted to meet accessibility standards and update allowance values	Pay & Reward Team