

Shift and Unsocial Hours Allowance Policy

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Document History	
Version	1.0 (see below)
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Table of Contents

1. Introduction.....	3
2. Scope	3
3. Definitions.....	3
4. Principles	4

1. Introduction

- 1.1. This policy has been designed to provide a consistent approach to payment for shift and unsocial hours working.
- 1.2. The payment framework in this policy has been developed to provide a means of recognising unsocial and shift hours working that causes some disruption to employees' work life balance

2. Scope

- 2.1. The policy will apply to all staff on National Joint Council terms and conditions of employment (staff on grades RG1-10) who work unsocial hours / shift arrangements. It does not apply to those on flexitime and flexible working arrangements.

3. Definitions

Unsocial hours	All hours outside plain hours
Plain hours	7am to 8pm, Monday to Friday
Extended Hours Periods	Hours outside plain hours that are split into two periods as set out below
Extended Hours Period 1	5am to 7am, Monday to Friday 8pm to 10pm, Monday to Friday 5am to 10pm, Saturday and Sunday
Extended Hours Period 2	10pm to 5am, Monday to Sunday
A shift	The period of hours a person works during each working day; this could be, for instance, up to 10 hours and could be split into two
Rota period	This is usually 4 weeks. services may determine the need for different rota periods, in which case hour requirements within the criteria should be proportioned accordingly

Types of Shift Allowances:

Type	Description	% Payment
Static	Same hours each day Same days of the week	5
Alternating	Same hours each day but days move throughout the week Same days of the week but hours move throughout the day	10
Rotating	Days move throughout the week and hours move throughout the day	15
Rolling	Days move throughout the week and hours move throughout 24 hours each day	20
Split Shift	An <u>additional</u> premium for staff undertaking split shifts where staff are required to undertake at least two shifts during a working day and the shifts are at least two hours apart	4

4. Principles

- 4.1. The underlying principle is that working hours arrangements under this policy are determined by the needs of the service and not chosen to meet the needs of individual employees. If the needs of the service change resulting in different hours needing to be worked, then shift patterns and payments will be varied in accordance with this policy.
- 4.2. The agreed percentage will be paid as a percentage of the whole salary on a monthly basis.
- 4.3. Working patterns will be examined and the percentage determined by the HR and OD service to ensure consistency and fairness.
- 4.4. The percentage of shift allowance applied is in accordance with how unsocial/ shift arrangements meet the criteria set out in the flowchart in Appendix 1.
- 4.5. If employees in receipt of a shift percentage are required to work on a bank/public holiday as part of their normal working week or pattern, they will not be entitled to receive any additional payment for working these days. They will receive a paid day off in lieu to compensate for their entitlement to a bank or public holiday.

A GUIDE TO SHIFT ALLOWANCE

