

Policy: Non-Standard Working Hours

Administrative and Professional
Services, Technical Services and
Operational Services Staff

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Policy: Non-Standard Working Hours

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1 Introduction

The Pay Modernisation project highlighted that it would be necessary to develop a harmonised set of terms and conditions of employment which both met current needs and circumstances and provided the University with the capacity to respond flexibly in terms of working patterns which meet future business requirements.

2 Principles

It is recognised that in some areas of the University, groups of staff have been working unsocial or non-standard hours, often involving a shift pattern. The purpose of this policy is to address this issue and ensure that staff who may be required to work shifts, unsocial or non-standard hours in order to respond to service user needs and operational service requirements are rewarded on a consistent, fair and equitable basis.

With this in mind a simplified banding structure is proposed to provide for four levels of flexibility with corresponding rates of premium payment associated with each, the level of the premium being linked to the relative inconvenience of the particular working pattern, reflecting, for example, the time when the shifts are worked, shift length and whether weekend and/or night work is involved.

3 Scope

This policy applies to staff in the Administrative and Professional Services, Technical Services and Operational Services staff categories only, in recognition of the fact that staff in other staff categories are not required to formally adopt non-standard working hours.

4 Band Definitions and Associated Premium Payments

The premium payments associated with the band definitions indicated below are an enhancement to basic salary.

Band 1: 25%	<ul style="list-style-type: none">• A rotational three shift system (typically early, late and night) providing 24 hour cover over variable days per week.
Band 2: 20%	<ul style="list-style-type: none">• A constant night shift system (typically 11 pm to 6 am) providing cover over variable days per week.• A rotational three shift system (typically early, late and night) providing 24 hour cover over fixed days per week (typically, Monday to Friday.)
Band 3: 15%	<ul style="list-style-type: none">• A constant night shift system (typically 11 pm to 6 am) providing cover over fixed days per week (typically, Monday to Friday.)• An alternating two shift system (typically early and late) providing cover over variable days per week. The start times for these shifts must vary by four hours or more.
Band 4: 5%	<ul style="list-style-type: none">• An alternating two shift system (typically early and late) providing cover over fixed days per week (typically, Monday to Friday.) The start times for these shifts must vary by four hours or more.• A working pattern involving any variable five days out of seven per week with variations of no more than three hours in start time.

All premium payments will be pensionable.

5 Treatment of Hours Worked Beyond Contractual Working Hours

Any payments made for hours worked in additional to normal contractual hours will be calculated to incorporate premium payments providing enhanced rates are not already being applied.

6 Working Time Regulations

Any working pattern agreed under this policy must comply with the Working Time Regulations (1998), in particular in relation to the following areas of legislation:

- A limit of an average of 48 hours work a week over a 17 week period
- A limit of an average of 8 hours work in 24 hours for night workers
- A daily rest period of 11 uninterrupted hours between each working day
- A weekly rest period of one whole day a week or 2 days a fortnight
- A rest break of at least 20 minutes for a working day of more than 6 hours.

Further advice on compliance with the Working Time Regulations (1998) is available from your Human Resources team.

7 Policy Review

The operation of this policy will be reviewed after its first full year of operation to ensure that it is meeting all necessary University requirements and to test that implementation has complied with the University's duty of care in relation to issues of working time and staff wellbeing. Thereafter the policy will be reviewed on a regular basis.