



Police Staff Allowances

1.0 Introduction

- 1.1 This guidance note outlines information in relation to Police Staff allowances when they are contracted to work shifts, including irregular/unsocial hours, weekend work and/or night work.
- 1.2 When a member of staff is contracted to work a shift pattern, the shift pattern will be assessed by HR in liaison with the relevant resource planner and line manager as to which allowance the pattern attracts if any.
- 1.3 The specific allowance a shift pattern attracts will depend on a number of different criteria: the number of hours worked, the time of those hours and which days of the week the hours fall. Essentially there are four main allowances (excluding standby allowance):-
- Shift allowance;
 - Irregular hours allowance;
 - Night work allowance;
 - Weekend work allowance.
- 1.4 In order to assess a shift pattern as to which allowance it attracts the individual should consider the following definitions and guidance.

2.0 Shift allowance

- 2.1 A shift allowance is designed to compensate staff who are contracted to work a full rotating shift pattern. A shift allowance can be at the rate of either 12.5%, 14% or 20% of basic salary depending on the time period covered by shifts.
- 2.2 For a shift pattern to attract shift allowance the pattern must meet **all** of the following criteria:-
- Does the shift pattern have a span of eleven hours or more between start time of the earliest shift and finish time of the latest shift?
 - Does the shift pattern have at least four hours between the starting time of the earliest and latest shifts?
 - Do at least half of the shifts in the shift cycle include some unsocial hours? For the purpose of this paragraph unsocial hours include weekends, nights and irregular hours.



- If the answer to the above three questions is yes, then calculate the period of time covered by the shifts to work out the proportion of basic pay.

Example - starting time of first shift 0600 hours, end time of last shift 2300 hours. This shift pattern covers 17 hours and will attract 14% shift allowance.

<i>Period covered by shifts</i>	<i>Allowance payable as a proportion of basic pay</i>
11-14 hours	12.5%
Over 14 hours and less than 18 hours	14%
18 hours or more	20%

- 2.3 Where a member of staff has to change their duty to accommodate a training day within a shift pattern, the individual training day may not count for the purposes of working out if a shift allowance is payable. For further advice on this please refer to the resource planning department.

3.0 Irregular hour's allowance

- 3.1 If a shift pattern does not qualify for one of the above shift allowances (12.5%, 14% and 20%) consideration should be given to see if it qualifies for the irregular hour's allowance.
- 3.2 The irregular hour's allowance is designed to compensate staff who are contracted to work normal office hours, on a non-shift working patterns, but also regularly work hours which fall outside those normal office hours i.e. hours that fall before 0700 and after 1830, or hours that fall at a weekend.
- 3.3 In order to assess whether the pattern qualifies for this allowance add up all the irregular hours the person works over their pattern (irregular hours are defined as hours before 0700 hours or after 1830 hours) and then divide them by the number of weeks in the pattern to get the average per week (minus any relevant meal breaks which are unpaid).
- 3.4 If the pattern has an average of at least four but less than eight hours per week unsocial hours calculated over the working cycle then the allowance payable is 7.5% of basic pay.
- 3.5 If the pattern has an average of at least eight hours per week calculated over the working cycle then the allowance payable is 10% of basic pay.
- 3.6 The National Police Staff Pay and Conditions of Service state that where an employee works irregular hours voluntarily under a flexible working arrangement then they will not qualify for the irregular hour's allowance. However, where that flexible working arrangement fits with the business needs of the organisation the irregular hour's allowance will be paid to eligible Police Staff.



- 3.7 From 1 April 2017 under the revised national terms and conditions for police staff, the qualification threshold for payment for working irregular hours is now pro-rata to hours worked, making this allowance equally accessible to part time workers.

4.0 Unsocial allowance - night work

- 4.1 Night work unsocial hour's allowance is designed to compensate staff who are contracted to work between 2000 hours and 0600 hours.
- 4.2 Night work is paid at the rate of time and third for all hours worked between 2000 hours and 0600 hours and is suitable for a working pattern where the individual predominately works night time hours, and does not work a rotating pattern to qualify for the full shift allowance.

5.0 Unsocial allowance – weekend work

- 5.1 Weekend work unsocial hour's allowance is designed to compensate staff who are contracted to work at the weekend.
- 5.2 The weekend hours are any hours that Police Staff work in between midnight on a Friday night to midnight on Sunday night and are paid at the rate of time and a half for all hours worked during this period.

6.0 Concurrent entitlements to allowances

- 6.1 It is possible to have a concurrent entitlement to more than one allowance **but not to night work, shift allowance or irregular hours at the same time**. So for example shift allowance and weekend allowance can be paid at the same time, but not shift allowance and night work at the same time.
- 6.2 There is an exception to this rule, when a member of staff is required to work over and above their contracted hours. The following example outlines a situation where this exception may apply:-

Example

A member of staff is part time and contracted to work 22 ½ hours, three days a week, Monday to Wednesday, and is compensated through the irregular hours allowance (10%).

The person then performs an additional shift on Thursday night (their non working day). This employee will be compensated for all hours worked between 2000 and 0600 at time and a third.

The reason for this is that the irregular hours allowance only compensates the employee for 10% of their basic pay for their contracted hours (Monday to Wednesday).

The additional hours worked on the night duty are over and above this person's contracted hours and while they may not qualify for overtime because they have not worked over 37 hours in that week, they do qualify for the night work allowance.