

Guidance for Managers

AFC Overtime, Unsocial Hours Enhancements and On-call Payments

This guidance has been developed to help managers understand the different types of overtime and enhancements that staff can be paid for under Agenda for Change (AFC) terms and Conditions of Service.

● **Unsocial Hours**

- Enhancements are payable as a percentage of the hours worked and will be paid to staff when they work unsocial hours as part of their normal contracted hours. The current rates for each Band are as follows...

Pay Band	All time Saturday (midnight to midnight) and any week day after 8pm and before 6am	All time on Sundays and Public Holidays (midnight to midnight)
1	Time plus 47%	Time Plus 94%
2	Time plus 41%	Time plus 83%
3	Time plus 35%	Time plus 69%
4-9	Time plus 30%	Time plus 60%

- Unsocial hours are payable for work done as part of your normal contracted hours within the following periods:
 - Weekdays Monday to Friday
 - For all hours worked between 8pm and 6am
 - Saturday
 - For all hours worked on a Saturday (midnight to midnight)
 - Sunday
 - For all hours worked on a Sunday (midnight to midnight)
 - Public Holiday
 - For all hours worked on a Public Holiday (midnight to midnight)
- Where a continuous night shift or evening shift on a weekday (other than a public holiday) includes hours outside the period of 8pm to 6am, the enhancements should be applied to the whole shift if **more than half** of the time falls between 8pm and 6am.
- Part time employees who work during an unsocial hour's period will receive payments as per Agenda for Change Terms & Conditions and as set out above.

- Employees who are required to work on a general Public Holiday are entitled to equivalent time to be taken off in lieu at plain time rates. This is in addition to the appropriate payment for the duties undertaken.

- **Bank Hours**

- Bank hours are payable where bank staff work a shift
- Bank hours should be claimed on the appropriate ETM02 timesheet (weekly/monthly) by using “Normal Hours” on the drop down option
- Bank hours may also receive a further “unsocial” enhancement if the hours worked fall in one of the unsocial periods detailed above

- **Additional Hours**

- Additional hours are payable for work done in excess of normal contracted hours but less than the full time 37.5 hours per week
- Additional hours may also receive a further “unsocial” enhancement if the hours worked fall in one of the unsocial periods detailed above

- **Overtime**

- Overtime is paid when employees on Bands 1-7 are required to work more than 37.5 hours per week.
- Overtime is paid at time and a half with the exception of a bank/public holiday which is paid as double time (see below **)
- Part time staff (all Bands) can claim additional hours for any hours they are required to work above their normal contracted hours - up to 37.5 hours per week. If they are required to work additional hours during the Unsocial Hours periods detailed above, then the relevant unsocial hour's enhancement is also payable. Overtime can only be claimed by part time staff for hours worked above 37.5 hours per week.
- **Employees cannot receive payment for overtime and Unsocial hours for the same hours worked.**
- **Staff in Bands 8-9 are not entitled to claim overtime.**
- **** Bank/Public holiday overtime** is where an employee is required to work hours on this day which would not be part of their normal rota/contracted hours.

- **Overtime - scenarios**

Scenario 1

- John currently works full time 37.5 hours per week Mon-Fri
- Monday is a bank/public holiday and John is asked to cover a 7.5 hour shift

In this scenario, John will be working 7.5 hours on a day he would normally work if it were not a bank/public holiday. The total hours John will work in that week is 37.5 therefore this shift is not overtime. However, John would be entitled to a bank/public holiday enhancement and equivalent time to be taken off in lieu at plain time rates

Scenario 2

- Jane currently works full time 37.5 hours per week Mon-Fri, normally 7.5 hrs a day
- Monday is a bank/public holiday and Jane is asked to cover a 10 hour shift

In this scenario, Jane will be working 10 hours on a day she would normally work on if it were not a bank/public holiday. Jane would be entitled to a bank/public holiday enhancement for the 7.5 hours and equivalent time to be taken off in lieu at plain time rates. The extra 2.5 hours up to the full 10 hour shift would now constitute overtime and would therefore be entitled to payment at double time.

Managers must ensure the correct enhancement is applied for hours worked on any bank/public holiday

- **On-Call**

On-Call Arrangements

An on-call rota system is usually put in place where there is requirement for the service to respond to an emergency situations arising outside normal business hours. Employees on the rota are paid an “on call availability allowance” for the hours they are required to be available. If they are required to respond to an emergency situation they will be paid for any work done.

Availability Allowance

The on-call availability allowance of £30.74 (Current AFC *June 24/25 rate) is payable for each 12 hour shift. Staff should record their total hours of availability on the timesheet for which they will be paid an equivalent £2.56 per hour for all hours claimed (ie £30.74 divided by 12 = £2.56 per hour)

Work done whilst On-Call

Payment for work done will be payable at time and a half of normal hourly rate and double time on public holidays.

- Work done whilst on-call
 - Minimum 2 hours payment including travel time for **first call out**
 - Subsequent calls, outside the initial 2 hour period and within the same period of on call availability should then be claimed as the actual call time rounded up to the nearest 15 minutes.
- Work done off site (by telephone or other electronic means)
 - Minimum 1 hour payment for first call
 - Subsequent calls, outside the initial 1 hour period and within the same period of on call availability should then be claimed as the actual call time rounded up to the nearest 15 minutes.
- **NB: minimum 2 hour/1 hour payment only applies to the FIRST call within the period of on-call.** For employees working 2 consecutive periods of on-call, for example during the weekend, the minimum payment will apply for each period of on-call.
- Employees required to work or to be on-call on a general public holiday are entitled to equivalent time (up to a maximum of 7.5 hours) to be taken off in lieu at plain time rates. This is in addition to the appropriate payment for the duties undertaken.

- **Stand-By**

Stand-By Arrangements

A stand-by arrangement is to provide a staff presence on premises but allows such staff to rest except when required to carry out emergency work. This is outside of the normal rostered week.

Availability Allowance

There is no availability allowance payable to staff on stand-by. Alternatively, staff who are standing by on premises will be paid the minimum wage hourly rate for all hours of standing by - based on the current HMRC rate applicable at that time.

Work done whilst on Stand-By

Payment for any emergency work carried out during the stand-by period will be payable at time and a half of normal hourly rate and double time on public holidays.

- Emergency work done whilst on stand-by
 - Minimum 1 hour payment for the first call
 - Subsequent calls, outside the initial 1 hour period and within the same period of stand-by should then be claimed as the actual call time rounded up to the nearest 15 minutes.
- **NB: minimum 1 hour payment only applies to the FIRST call within the period of on-call.** For employees working 2 consecutive periods of stand-by, for example during the weekend, the minimum payment will apply for each period of stand-by.
- Employees required to work or be on stand-by on a general public holiday are entitled to equivalent time (up to a maximum of 7.5 hours) to be taken off in lieu at plain time rates. This is in addition to the appropriate payment for the duties undertaken.