

# Southampton City Council

Human resources and organisational development

## Allowances framework 2020

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### Standard hours

Standard week	<b>37 hours Monday to Friday</b>	When you have worked your contractual hours, you are paid overtime. If your contract hours are over 37, these hours are paid at plain time.
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### Weekend hours

Saturday and Sunday	<b>Time and a half (1.5)</b>	Where your weekend hours are a part of your normal working week. Not including irregular hours.
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Overtime / additional hours: hours worked over standard week (37 hour)

Grades 1 – 7	<b>1.5 OR 1.5 in lieu</b>	- your overtime / additional hours must have approval - if you work in areas working irregular hours, your overtime includes the enhanced rate of pay for the post.
Grades 8 - 13	<b>Plain time</b> (except at weekends)	
Chief officers	<b>Unavailable</b> (unless agreed in advance in exceptional circumstances)	

### Bank holidays

If you are required to work a bank holiday you get:	Your usual contractual pay
	Plus – plain time for your hours worked
	Plus – time off in lieu (to take later)

### Shift (irregular) hours

You need to meet the following conditions for shift (Irregular) hours:	The service operates contractual hours including evenings, nights and weekends
	Time bands: 6:30-12pm (midnight) or 12.01-7:30am
	Enhancement is paid for all hours and all days, including weekends
<b>15% enhancement</b>	<b>10% enhancement</b>
You work a pattern of hours over the week and contract hours include time before 7:30am <b>and</b> after 6:30pm	You work a pattern of hours over the week or contractual hours include time before 7:30am <b>or</b> after 6:30pm
Your hours vary week to week as part of your rota	Your hours vary week to week as part of your rota

### Fixed unsocial hours / night workers

If you work fixed and regular hours over the week and 30% or more of your contract hours are before 7:30am <b>or</b> after 6:30pm		
Monday – Friday	<b>6% enhancement per hour</b>	
Saturday and Sunday	<b>1.5 per hour</b>	Weekend working is a part of your normal working week

## Standby and callout

Standby payment		Stand-by allowance for social workers/managers	
Monday – Friday	<b>£14.41</b>	Nightly (pro rata per 24 hours)	<b>£29.83</b>
Saturday	<b>£16.76</b>	Includes first hour of any calls	
Sunday/Bank Holiday	<b>£21.91</b>		
Weekly (excluding bank holidays)	<b>£111.72</b>		

### Call out – for out of hours, emergency issues or areas requiring duty of care

In service areas where attendance on site is not required and the “call-out” can be done by telephone from home, the stand-by payment only will apply

The qualifying period is a minimum of 1 hour per call out – at the rate of time and a half and payments are then calculated for each additional 30-minute period the call out requires.

In addition to the Standby flat fee “Call out” payments will be paid at the rate/grade of the post.

Travel includes to site and back home.

Call-out and stand-by is voluntary for all staff and your hours need approval by your line manager, in advance.

Stand-by payments are subject to increase in line with national pay agreements

If you work call-out hours on a bank holiday, you get the usual [bank holiday pay](#)

## More allowances

### Car user

Contractual car user:	<b>£40</b> – monthly allowance (and non-contributory car pass)	Mileage at HMRC <a href="#">rates</a>
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### First aid | Fire-marshal | Wellbeing champion | Mental health first aider

Standard Allowance - **£144.43 a year**

If your job needs you to be first aid or fire marshal trained, you do not get the allowance. It forms part of your job evaluation.

### Emergency planning: duty volunteer allowance

Standard Allowance - **£144.43 a year**

Volunteers - qualified (in date), trained, with approved business need.

Volunteers will be on the duty rota. Emergency planning duty posts get an extra 'call-out duty' payment at the normal hourly rate, on top of the flat allowance rate.

### Tool allowance

Selected posts paid allowance and allowance. See your red book for the rates.

### Mileage rates – (HMRC rates)

Car	<b>45p</b>
Car (over 10,000 miles)	<b>25p</b>
Motorcycles	<b>24p</b>
Bicycles	<b>20p</b>