



**HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

**SALARY INFORMATION  
ALLOWANCES & RATES  
01 APRIL 2018 – 31 MARCH 2019**

**LOCAL GOVERNMENT AND CRAFT EMPLOYEES ONLY**

<b>ALLOWANCE</b>	<b>PAYMENT</b>
Night Working	If an employee is required to work between 11.00pm and 6.00am he/she is entitled to an enhanced rate of pay of time and one third for all hours worked during this period.
Weekend Working	If an employee works between midnight Friday to midnight Sunday, he/she is entitled to an enhanced rate of pay of time and one third for all hours worked during this period.
Overtime	Where the service requires an employee to work more than 37 hours in a week, this is regarded as overtime and is paid at an enhanced rate of time and a half for all hours worked.

**STANDBY**

<b>STANDBY DUTY PAYMENTS</b>		<b>01/04/2017</b>	<b>01/04/2018</b>
	For each complete week of standby duty actually performed	£85.31	£88.30
	Plus for each public holiday or extra statutory holiday in that week	£16.01	£16.57
For broken periods of standby duty	Monday to Friday	£8.49	£8.79
	Saturday	£18.09	£18.72
	Sunday, public and extra statutory holiday	£24.65	£25.51

An employee paid under these arrangements shall undertake when on standby duty, after completion of the normal day's work, to be available for immediate call-out for duty, if and when required at any time outwith normal working hours.

Employees undertaking standby duty, who are contacted or called out in accordance with the agreed arrangements, will be paid on the following basis:

Where an employee is called out to work, and that call-out is in excess of 30 minutes, the employee will be entitled to claim payment at the appropriate rate for the whole of the period of the call-out.

Employees not undertaking standby duty but who are contacted or called out will be paid on the following basis:-

<b>PAYMENTS FOR EMPLOYEES NOT ON STANDBY</b>	<b>01/04/2017</b>	<b>01/04/2018</b>
A payment will be made for each occasion on which the employee is contacted and which results in the exercise of skills, either at the employee's home or elsewhere. However, an employee will only be entitled to one such payment within each period of two hours commencing with the start of the notional standby session.	£18.74	£19.40

Where an employee is called out to work, and that call-out is in excess of 30 minutes, the employee will be entitled to claim payment at the appropriate rate for the whole of the period of the call-out.

<b>STANDBY PAYMENT FOR SOCIAL WORKERS</b>		
Retainer Payment (inclusive of Standby Payment)	<b>01/04/2017</b>	<b>01/04/2018</b>
	£28.49	£29.49

## **ALLOWANCES**

<b>RESIDENTIAL STAFFS SCHEME</b>	
Sleeping-in Duty Allowance per session	<b>01/04/2018</b> £36.65
Sleep-in paid at SLGLW <b>per hour</b>	<b>01/09/2018</b> £8.81 per hour

<b>REGISTRARS ALLOWANCES</b>	<b>01/04/2017</b>	<b>01/04/2018</b>
1 <sup>st</sup> Registrar – Conducting Civil Ceremony in Registration Office (out with office hours)	£46.65	£48.28
2 <sup>nd</sup> Registrar – Acting as assistant at Civil Ceremony in Registration Office (out with office hours)	£37.31	£38.62
1 <sup>st</sup> Registrar - Conducting Civil Ceremony in Authorised Venue out with Registration Office (out with office hours)	£74.62	£77.23
2 <sup>nd</sup> Registrar – Acting as assistant at Civil Ceremony in Authorised Venue out with Registration Office (out with office hours)	£55.95	£57.91
Conducting rehearsal for Civil Ceremony in Registration Office (out with office hours)	£18.65	£19.30
Conducting rehearsal for Civil Ceremony out with Registration Office (out with office hours)	£27.98	£28.96
Registrar Office Accommodation Allowance	£39.62	£41.01

Mileage claimed will be paid at the following rates, VAT receipts will need to be provided.

<b>VEHICLE TYPE</b>	<b>MILES CLAIMED</b>	<b>RATE PER MILE</b>
Car	0 – 10,000	45p
	10,001+	25p
Motorcycle		24p

<b>FIRST AID ALLOWANCE</b>	
First Aid Allowance per annum	<b>01/04/2015</b>
	<b>£365.96</b>