

## HR update 14 April 2020: Information on working unsocial hours and pay arrangements

Thank you to all our staff who continue to respond wonderfully to the Covid-19 pandemic as the impact of the Covid-19 outbreak continues. We are incredibly grateful for all the hard work, commitment and magnificent efforts our staff have demonstrated on the Covid-19 response. The response from all staff continues to be exceptional in these difficult circumstances.

As the level of activity has increased significantly, a number of CCG teams and Covid-19 work streams are moving to a 7-day working pattern. In turn, some employees may be required to consider working/undertaking shifts on weekends and/or public holidays which will be outside of their normal working patterns. It is only right that those staff that are asked to change their working patterns to support our ongoing Covid-19 priorities that they are remunerated accordingly.

Today's update provides information on the remuneration arrangements for staff working unsocial hours.

### Unsocial Hours

Unsocial hours are defined as working arrangements that require NHS staff to work during the following times and days:

- 8pm - 6am weekdays
- any hours worked on Saturdays and Sundays
- any hours worked on a public holiday.

Where a Line Manager/Director and member of staff have agreed to alter their working pattern to support Covid-19, the unsocial hours payment will apply to the working patterns outlined above. This change in their working pattern should be carried out in accordance with their normal standard hours of 37.5 per week, which may therefore require a day being taken off during the week to compensate for the day worked at the weekend.

Please note that all staff **must obtain approval and agreement** to work on Covid-19 work activities during a weekend/public holiday prior to undertaking work during these periods.

### Payment for Unsocial Hours

Pay provisions for unsocial hours will be made in accordance with section 2 (maintaining round the clock services) of the NHS Agenda for Change Handbook:

- Unsocial hours payments are calculated using the basic salary.
  - Unsocial hours payments are worked out using basic salary and therefore excludes payments regarding high cost area supplements, short term recruitment and retention premiums, and any additional responsibility allowances.
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The following table sets out the payment that will be made to staff working unsocial hours:

Pay band	All time on 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 50%	Double Time
2	Time plus 44%	Time plus 88%
3	Time plus 37%	Time plus 74%
4 – 9	Time plus 30%	Time plus 60%

### HR Factsheet on Unsocial Hours Working and Payment arrangements

We have developed a [Covid-19 HR Factsheet on Unsocial Hours Working and Payment arrangements](#) to provide all staff and managers with further information on the following key areas:

- unsocial hours
- payment for unsocial hours
- time off in lieu arrangements for staff that worked over the Easter public holidays
- agreement to work unsocial hours
- claiming and payment arrangements for unsocial hours – all Directors that have members of their team working on Covid-19 work activities during unsocial hours, should arrange for the completion of the [Timesheet to Claim Unsocial Hours](#) which should be approved by your line manager and Director before it is submitted to HR by the 2<sup>nd</sup> of each month
- compliance with Working Time Regulations.

### Further information and queries

Please contact the HR team on [nclccg.hrcovid19@nhs.net](mailto:nclccg.hrcovid19@nhs.net) if you have any questions or would like any further information on unsocial hours working and payment arrangements.

Wishing everyone a safe and healthy week ahead!

North Central London CCG HR and OD Team