

8.16 Security Search Allowance -Outdoor Security Duty

This policy sets out guidance on the payment of the Security Search Allowance for Outdoor Security Duty (known as the Car Park and Search Allowance). This allowance is payable to staff in Support Grade Band 2.

- You can find if you are eligible for the allowance in Section 2 Definition
- Details of the rates of the allowance are provided in Section 3 Rates of Allowance
- Details of how the allowance is treated in related to pension and other payments are provided in Section 4 Status of Allowance

The following terms within this policy are defined in the glossary:

Security search allowance.

This policy is version 3

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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8.16 Security Search Allowance – Outdoor Security Duty

1 Introduction

1.1 This chapter of the Staff Handbook provides guidance on the payment of Security Search Allowance for Outdoor Security Duty (Car Park and Search Allowance).

2 Definition

2.1 If you are Support Grade Band 2 employed on outside security duties involving the physical searching of vehicles, you will be paid an appropriate allowance related to the proportion of time spent on such duties.

2.2 In order to qualify for the allowance you must be employed on outdoor security duties for no less than 25% of your time.

3 Rates of Allowance

3.1 The allowance for security involvement will be based on a calculation of 5% of your actual pay point. For part time security involvement the amount calculated will be graded at three levels – (a) 25%, (b) 50% and (c) 75% – and paid according to the related percentage involvement.

3.2 Your Department will be responsible for quantifying your involvement, but only duties within the scope of those listed at paragraph 2.1 above may be taken into account. If you normally perform duties appropriate to your grade and your part-time security role is mainly the searching of staff cars on their way to the official car park at the opening time of the office and again at lunch-time or the searching of occasional official or unauthorised vehicles, you will normally qualify for an allowance of level (a) that is 25%.

3.3 In the absence of the authorised part-time allowance holder for a period of one day or more, the allowance will pass to his/her replacement provided he/she performs the duties then attracting the allowance.

4 Status of the Allowance

4.1 Where the allowance either in full or in part is granted on a continuous basis (in other words without a break) it will be both pensionable and deductible for the purpose of calculating periodical contributions for family benefits and for the purpose of added years. It will be reckonable for overtime and will continue in payment during periods of annual and paid special leave or sick absence. These conditions will not apply in any circumstances where the allowance is paid on a rota or daily basis.