

## **8.18 On-Call and Standby Allowances**

This policy sets out guidance on the payment of allowances to non-industrial staff who have a specific rostered commitment to be on-call or on stand-by.

- You can check if you are eligible to be considered for on-call or stand-by allowances in Section 1 Introduction
- The criteria to be met to receive on-call or stand-by allowance are set out in Section 2 Definitions
- The use of a radio pager or mobile phone if you are on-call is dealt with in Section 3 Use of Radio Pagers or Mobile Phones
- Guidance on the rates of allowance is set out in Section 4 Rates of Allowances
- The status of these allowances for pension and overtime purposes is set out in Section 5 Status of On-Call and Stand-By Allowances
- The rates payable for on-call and stand-by allowance are contained in Annex 1

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

On-call, stand-by and periodical deductions

**You may also be interested in the following policies:**

8.02 Payment of Pay, 8.08 Overtime Pay, 8.12 Mark-Time, 8.24 Shift Disturbance and Night Duty Allowance, 8.30 Starting Pay on Transfer to a New Substantive Grade

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.

## **8.18 On-Call And Standby Allowances**

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## **8.18 On-Call And Stand-by Allowances**

### **1 Introduction**

1.1 This section of the Staff Handbook relates to the payment of allowances if you are a non-industrial officer who has a specific rostered commitment to be on-call or on stand-by.

1.2 This section does not apply to you if there are special arrangements for the payment of allowances for such commitments which include elements for additional responsibility - for example Resident Clerks, Duty Officers and the like.

1.3 On-call and Stand-by allowances may only be paid to you if you are in an overtime grade.

1.4 Grades whose scales of pay include an element for on-call or stand-by commitments are excluded from the terms of this section.

### **2 Definitions**

2.1 For the purpose of payment of On-call and Stand-by allowances, the following definitions will apply:

2.2 “On-call” is a specific rostered commitment for you to remain continuously and immediately available at home outside normal office hours for a period of more than 12 hours.

2.3 On-call periods of less than 12 hours may not be linked together to enable the payment of the On-call Allowance (for example if you are on-call for six hours on Monday and again for seven hours on Thursday you will not be considered eligible for On-call Allowance).

2.4 On-call excludes commitments which enable you to leave your home after reporting where you may be contacted and those arrangements which involve a liability to attend the office in an emergency only if you can be contacted (but see section 3 below).

2.5 “Stand-by” is a specific rostered commitment for you if you do not live at your place of work to remain there overnight after a normal full day’s work for the whole of your rostered period in order to be immediately available if needed. It excludes commitments which enable you to leave your place of work after reporting where you may be contacted.

### **3 Use of Radio Pagers or Mobile Phones**

3.1 At Departmental discretion, if you are committed to being on-call (as defined at section 2 above) you may make use of a radio pager or mobile phone.

3.2 Whilst you will still be required to remain continuously and immediately available outside normal office hours for a period of 12 hours, the commitment, under the normal on-call arrangements, to remain at home will not apply. If you are using a radio pager or a mobile phone on these terms you will be eligible to receive the on-call (radio pager) rate of allowance.

3.3 When you are using a radio pager or mobile phone you will be able to move around freely providing you remain contactable and can meet your obligation to be able to fulfil your on-call commitment and to return to the office quickly if required.

3.4 On-call (radio pager) Allowance will not be paid if you use a radio pager or mobile phone during normal duty hours, such as to complement on-site communications.

## **4 Rates of Allowances**

4.1 The rates of allowances are set out in Annex 1. The rate of On-call (radio pager) Allowance should be regarded as the norm and will be applied in most situations. However, where management regard the commitment to be on-call with a radio pager or mobile phone as exceptional, or particularly onerous, Departments may, at their discretion, pay up to the full amount of the normal On-call Allowance.

4.2 On-call and Stand-by Allowances relate to the commitments as defined in section 2 above. Hours actually worked during such periods attract further payments based on overtime rules (see policy 8.08, Overtime Pay) and Night Duty Allowance rules (see policy 8.24, Shift Disturbance and Night Allowance) if applicable.

4.3 If, in exceptional circumstances, your Department considers it necessary to include you in on-call or stand-by rosters although you are a non-entitled officer, the circumstances will be referred to the Departmental Establishment/Personnel Officer who may use his/her discretion to decide entitlement and authorise payment to you.

## **5 Status of On-Call and Standby Allowances**

5.1 On-call and Stand-by allowances are pensionable payments but are excluded when calculating periodical deductions.

On-Call and Standby Allowances

ANNEX 1

**On-Call and Stand-by Allowance Rates  
With effect From 1 April 1995**

<b>Period</b>	<b>On-call (Radio pager/ Mobile phones) £</b>	<b>On-call (Home) £</b>	<b>Stand-by (Office) £</b>
<b>Weekdays between the closing of an office in the evening and its opening the following morning</b>	4.90	6.15	11.64
	for each period of more than 12 hours		
<b>Saturdays, Sundays and Privilege Holidays</b>			
(a) for each full 24 hour period			
(b) for a period of less than 24 hours a proportion of:	14.00	17.50	33.40
<b>Public and Bank Holidays</b>			
(a) for each full 24 hour period			
(b) for a period of less than 24 hours a proportion of:	17.73	22.11	41.92