



On Call Payments Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

Policy Statement

1. On Call Payments are payable to staff who are required to be on call during weekday evening, weekends or bank holidays.
2. In order to maintain the services required by the Commissioner, some staff are required to work on a 'standby basis' out of normal office hours. Such work includes activities that are required on a reactive basis to deal with urgent business. This will primarily relate to staff in Communications or in the Business Support team, but may on occasion also relate to other staff, when there is a business need.
3. Staff are expected to take part in the out of hours arrangement on a rota basis. However, participation is not compulsory and is not part of the employment contract. The rota will be arranged by the line manager within each team.
4. The allowance is paid at an annual rate. It is not subject to pay awards but will be periodically reviewed in light of 'market conditions'.
5. The rate of payment for the On Call Allowance is £2500 per annum.
6. Within each service the On Call service may be delivered by more than one member of staff. If this is the case, the allowance will be divided by the staff within the service, and it will be the responsibility of those staff, with the approval of their line manager, to organise a rota to ensure the fair division of the On Call responsibilities.
7. The On Call service must be delivered during the following times, which are not covered by normal office hours:
 - Any period between the end of a normal work day and the start of another (effectively 5 pm to 9 am)
 - Weekend/public holiday, from the end of the last working day before the start of the weekend/public holiday, and the start of the first working day after the weekend/public holiday
8. In the majority of cases any work arising during the period covered by the On Call Payment can be conducted by telephone and should be quickly concluded.

9. In exceptional circumstances attendance may be required or time consuming work may be undertaken as a result of On Call activity. In such cases, the member of staff concerned should discuss the matter with their Line Manager. Where it is reasonable to do so the Line Manager may agree that the time worked can be taken at a later date as time off in lieu. On such occasions, time off in lieu must be taken within four working weeks of being accrued. If the additional work has been extensive, an honorarium payment may be paid. An honorarium payment must be approved by both the Line Manager and the Chief Executive.
10. On Call payments should not be regarded as fixed or guaranteed, and they are not pensionable.