

## On call and standby

This policy forms part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing and will consult all employees on any significant changes.

The councils operate an on call and standby service in the housing and environmental protection teams and certain employees in these teams are required to deliver this service as part of their contract of employment. Employees on standby will not accrue annualised hours whilst on standby but will receive a specific payment for this duty instead.

The councils recognise that the shared facilities team covers occasional call outs at Crowmarsh, Foxhall Manor Park and the two mobile home parks at Radley. Due to the infrequent nature of these call outs though, they will be covered by the annualised hours policy or in exceptional circumstances by overtime arrangements.

### On call and standby payments - Environmental Protection

	Service	Payment
1	<b>Standby</b> (Thurs 7pm – Fri 2am) (Fri 7pm – Sat 2am) (Sat 7pm – Sun 2am)	£64.63 per day
2	<b>Standby (normal bank holiday)</b> (Sun 7pm – Mon 2am)	£91.55 per day
3	<b>Standby (Christmas closure day and additional Christmas bank holidays)</b> (7pm – 2am)	£91.55 per day
4	<b>Special Standby Christmas Eve, Christmas Day, Boxing Day , New Years Eve, New Years Day, Good Friday, Easter Day</b> (7pm – 2am)	£129.26 per day
5	<b>Call out for employee on standby</b> (Thurs 7 pm – Fri 2am) (Fri 7pm – Sat 2am) (Sat 7pm – Sun 2am)	£26.93 per hour
6	<b>Call out for employee on standby (Sun, Bank holiday and Special Standby days)</b>	£32.31 per hour
7	<b>Call out for employee beyond standby hours</b> (Fri 2:00am – 7:00am) (Sat 2:00am – 7:00am) (Sun 2:00am – 7:00am)	£32.31 per hour

<b>8</b>	<b>Call out for second employee (if on-call officer requires back-up) not on standby</b> (Thurs 7pm – Fri 7am) (Fri 7pm – Mon 7am)	£32.31 per hour
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## On call and standby payments - Housing

Standby hours consist of an evening session 5pm- 8.30am and an all day session 8.30 am-5pm. Cover is all out of office hours 5pm-8.30 am Monday to Friday and 24 hours on Saturday and Sunday.

On the rare occasion when a housing employee is required to attend an incident the call out rates for environmental protection employees will apply.

	<b>Service</b>	<b>Payment per session</b>
<b>1</b>	Standby (Mon - Sun)	£26.93
<b>2</b>	Standby (bank holiday)	£48.46
<b>3</b>	Standby (Christmas closure days and bank holidays including easter )	£48.46
<b>4</b>	Standby (bank holiday for Christmas and New Years Eve (pm) Christmas Day , Boxing Day New Years Day and Easter Day (am and pm)	£53.86

All on call and standby payments will be increased in line with annual pay awards every April.

Version 1 issued: December 2011

Version 2 updated April 2014

Version 3 updated April 2015

Version 4 updated April 2016

Review due: April 2017