















- 10.5 There may be occasions where an employee is required or volunteers to work on a public/bank holiday. For all full and part time employees they may claim double time for working on a public/bank holiday. Where the bank holiday falls on a day they would normally work, they may request to be reimbursed at plain time and have the same amount of time as paid time off at a later date.
- 10.6 In some limited circumstances, overtime may include travelling time that will not be worked. For example, where an employee has a second journey to work, from home, to attend a committee meeting or where someone is called out while on standby.
- 10.7 For those who commenced employment prior to 1 June 2012 and are required to work on Saturday and/or Sunday as part of their normal working week, they will be entitled to the rates stated above regardless of the hours worked in the week.

## **11 Holiday pay on overtime**

- 11.1 Further to your normal remuneration when you are on paid annual leave, where you are entitled to additional payments in relation to overtime or standby worked this will be paid as an additional payment. This extra payment is calculated and paid in the month that the overtime or standby is paid.

## **12 Honorariums payments**

- 12.1 An honorarium will be paid where it is agreed an employee will act up and they undertake the full range or part of the duties of a higher graded post for a continuous period of 4 weeks or more.
- 12.2 The honorarium paid will be the difference of the current post and the higher graded post but will not exceed any salary the employee would receive if they were to be promoted to the higher graded post. Where the employee is covering part of the post, this will be pro rata. The point within the higher grade to be used to calculate the honorarium will be agreed with the Head of Service in consultation with HR.
- 12.3 Where the role they are acting up to is more than one grade higher than the person's substantive post, the acting up arrangements may be set up on a career grade basis, with a competency framework put in place to support the person to gain the skills and experience of the higher level role. The honorarium will be calculated as per the career grade and will increase as the person meets the career grade competencies to advance to the next grade. It is normal for an employee to spent at least 6 months on each pay point developing skills and competencies at that level and for assessment against career grade competencies to be done in conjunction with annual incremental progression.

## **13 Recognition payments**

- 13.1 The Council believes in recognising and rewarding exceptional performance. Managers are able to recommend employees for a recognition payment, up to the maximum value of £1000. A recognition payment will be awarded where:



- a) An employee has demonstrated outstanding performance in undertaking duties and responsibilities which clearly fall outside the scope of their post
- b) An employee has demonstrated outstanding performance in undertaking a project(s) or task(s) which is considered by the manager to be in excess of what can be reasonably expected from the employee.

13.2 Payments can be recommended by managers at an appropriate time (usually within two months of the event) to the Head of Service supported by a full justification for payment, along with a proposal for the amount payable.

13.3 Recognition payments will be authorised by the Deputy Chief Executive in conjunction with the HR Manager (or persons authorised by them in their absence).

13.4 All payments are subject to the usual deductions of tax and national insurance contributions.

#### **14 Charitable donations**

14.1 The Council offers a salary sacrifice scheme in which you are able to make charitable donations through your salary to a charity of your choice, if you so wish. This will be deducted and paid to the charity on your behalf by an agency, Charities Aid Foundation. You will need to set up an account before deductions can be made through your salary. (Further guidance is available on TroutFace)

#### **15 Simply Health**

15.1 The Council offers the opportunity for you to purchase private healthcare through Simply Health. If you choose to sign up to this, the monthly payments for this service can be taken from your salary and paid on your behalf to Simply Health.

#### **16 Union deductions**

16.1 If you are a member of a recognised trade union, the Council is able to deduct the monthly fee for this from your salary and pay it over to the union on your behalf.

[Return to Contents](#)