

# my job means I work unsocial hours.

## what does this mean?

This means that as a required part of your contract of employment that you will work some form of working pattern that involves working out with the standard working pattern of Monday to Friday 0800 – 2200 and will involve working one or more of the following:

- Working a shift pattern.
- Working 5 days over 7 rather than Monday to Friday.
- Working night shifts.
- Working at a weekend.

In these instances, a shift allowance payment is made as a fixed percentage of your base line hourly rate of pay, excluding Distant Islands Allowance.

## do I have a choice not to do this?

No, it is a contractual requirement of your post, clearly identified within the job profile requirements and it is therefore non-negotiable.

## shift allowance 10% on all contractual hours.

This allowance is payable where your normal contracted working pattern is 5 days over 7 (not Monday to Friday) and that you work predominantly between 0800 and 2200.

## shift allowance 15% of on all contractual hours.

This allowance is payable where your normal contracted working pattern is 5 days over 7 (not Monday to Friday) and that you work shifts that cover a full 24-hour period i.e. include working night shifts on a regular basis.

## shift allowance 17.5% of all contractual hours.

This allowance is payable to Kirkwall Pier Workers only. Their working pattern is a 7-day working week when they are at work and includes working weekends and 12-hour shifts over days and nights.

## shift allowance 17.85% of all contractual hours.

This allowance is payable to Launch Crews only. Their working pattern is 3 weeks on 3 weeks off, including working 12-hour shifts covering weekends, days, and nights.

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## **weekend working allowance 25% of all contractual hours.**

This allowance is paid where you are contracted to only work at weekends, predominantly between the hours of 0800 – and 2200.

## **night working allowance 33% on all contractual hours.**

This allowance is payable where your normal contracted working pattern predominantly at nights, between the hours of 2200 and 0800.

## **unsocial hours and enhanced rates of overtime**

Where you are paid overtime at either time and a half or double time, you can not claim for any unsocial hour's allowances in addition to the enhanced overtime rates.

## **Multiple unsocial hours allowances**

No more than one unsocial hour payment can be claimed for any hour worked.

## **casual/supply/relief working.**

If you are a casual/supply/relief worker and agree you are able to claim the following allowances via your timesheet where your working pattern entitles you to:

- 10% shift allowance – on any hours worked before 0800 and after 2200 that is not on a night shift.
- 25% weekend allowance – on any hours on a Saturday and Sunday between 0800 and 2200.
- 33%-night allowance - on any hours worked on a night shift between 2200 and 0800, which are not covered by a 10% shift allowance.