

WILTSHIRE POLICE



REST DAY WORKING / SHORT NOTICE CHANGES TO WORKING PATTERNS (OFFICERS & STAFF)

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REST DAY / FREE DAY WORKING - POLICE OFFICERS

Where an officer is required to do duty on a rostered rest day, the recompense varies with the amount of notice given and the rank of the officer. Both full and part time officers are compensated in the same way for rest day working.

Recompense for Rest Day Working – Constables and Sergeants

<i>Amount of Notice</i>	<i>Recompense</i>	<i>Notes</i>
Less than 15 days in advance of the planned starting time	Time and a half	Minimum payment of 4 hours
Any other case	Another rest day, notified within 4 days of notification of the requirement to work	

(When calculating the number of days' notice given, both the day on which the requirement was notified and the day on which the officer is required to do the duty, should be disregarded.)

Where an officer is retained on duty into a rest day and the period worked on the rest day is less than one hour, the minimum four hour payment does NOT apply. The time to be reimbursed counts towards the completed 15 minute periods (see under Overtime).

A re-rostered rest day should be regarded as a rest day and attract the same compensation should there be a requirement to work upon that day.

Recompense for Free Day Working – Constables and Sergeants

When an officer is required to perform duty on a free day, it attracts the following compensation:

<i>Amount of Notice</i>	<i>Where only that particular officer could perform the duty</i>	<i>Where any officer could perform the duty</i>
More than 15 days	Free day reallocated within 4 days of it being cancelled	Free day reallocated within 4 days of it being cancelled
Less than 15 days	Additional hours paid at plain time or taken as time off	Paid at the appropriate rate of pay for rest day working

Recompense for Rest Day / Free Day Working – Inspectors and Chief Inspectors

Time off in lieu is granted to be taken subject to the exigencies of duty.

SHORT NOTICE CHANGES TO WORKING HOURS / PATTERNS – POLICE STAFF

NB: This section applies to ALL police staff, not just those working shifts/unsocial hours. All police staff can be required to work outside their normal working hours/days to meet identified organisational demands.

It is the responsibility of management to allocate their available resources to meet organisational demand. Where the planned resource is no longer sufficient or available, it is also their responsibility to make adjustments to ensure, as far as is practicable, that the demands will still be met.

Where management changes the planned starting times of a shift or changes a work day, this should be notified to employees as soon in advance of the intended change as possible. Such changes should be kept to a minimum and undertaken with prior discussion with the staff member wherever possible. Where such changes need to be made at short notice, additional recompense is due to those individuals affected as outlined below.

Change to work pattern	Degree of change	Amount of Notice	Recompense	Notes
Start of shift time	By 3 hours or more	Less than 120 hours (5 days) in advance of the planned starting time	Additional day's pay (plain time)	Requirement to stand-by at home does NOT qualify
Change to rest day	Required to work on a rest day	Less than 120 hours (5 days) in advance of the planned starting time	Payment at relevant overtime rate PLUS a day off in lieu	OT rate varies according to the day in question (see Overtime section)
Change to rest day	Required to work on a rest day	Less than 15 days but more than 5 days in advance of the planned starting time	Payment at relevant overtime rate OR a day off in lieu	

It should be noted that such changes to the anticipated working pattern are NOT regarded as overtime. Where overtime is worked it is paid as additional time in complete recompense. The above refers to changes to the duty pattern and does NOT apply where *additional* hours are being worked.

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