



Casualty Bureau: Terms and Conditions - Police Staff Policy (425/2022)

Abstract

This policy details the Force requirements for those police staff who work in support of a Casualty Bureau. It details the specific remuneration they should receive as a result of this work. Any queries regarding this policy should be directed to Shared Business Services - HR Operations in the first instance.

Policy

1. Introduction

1.1 This policy is required to ensure police staff seconded to a Casualty Bureau understand what is expected of them in being so deployed.

2. Scope

2.1 This policy details the Force terms and conditions that must be applied to police staff who are required to work in support of a Casualty Bureau. It details the specific remuneration they should receive as a result of this work.

3. Policy Statement

3.1 Sussex Police will ensure it abides by the terms and conditions detailed within this policy when a Casualty Bureau is activated to ensure the health and well-being of its workforce.

3.2 Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Making Model.

Procedure

1. Introduction

1.1 The Casualty Bureau has three fundamental tasks:-

- To obtain relevant information on the persons involved, or potentially involved.
- To process that information.
- To provide accurate information to relatives and friends, the Investigating Officer and H.M. Coroner.

1.2 Casualty Bureau is resourced by Sussex Police officers and staff on a voluntary basis. The only exception are those on a callout rota for Casualty Bureau.

1.3 Additionally, training or exercises may be necessary from time to time.

1.4 In consequence of these issues, the following Terms and Conditions apply. All Casualty Bureau working and training is deemed to be operational.

2. Casualty Bureau - Training Days

2.1 For training days, normal Terms and Conditions apply.

3. Rest Day Working

3.1 If an employee is required to work in support of a Casualty Bureau whilst on a rest day, they will be paid at the prevailing overtime rate and given an alternative day off. Shift Workers must be given a set shift, then will be entitled to claim overtime for the hours over and above their shift length as per point 4. If less than 8 days notice, then a rest day in lieu is given.

4. Overtime

4.1 Where an employee works on from a scheduled period of duty or, works beyond period(s) of split duty, this will be considered overtime.

4.2 If, however, they are recalled to duty, a minimum 4 hour payment should be made for each attendance unless the person is recalled within a period of time encompassed by the original 4 hour minimum payment.

4.3 Employees up to and including Grade 10 are entitled to be paid for overtime, worked out on base salary only.

4.4 Heads of Department / Divisional Commanders may consider paying overtime for employees on Grade 11 or above, on a discretionary basis. However, in cases where operational staff are called out, recalled to duty or working on from a normal day on an operational commitment and who are in receipt of the Standby Allowance, they will be paid overtime.

NB: Overtime to be calculated by reference to base salary only.

4.5 Extra time of less than ½ hour on any day will not count for overtime. Overtime will be aggregated for each pay period.

4.6 The weekly salary will be divided by 37 to ascertain the normal hourly rate without allowances (part time employees will be paid plain time until they reach the 38th hour per week).

4.7 Overtime on any day other than a Sunday or Public Holiday will be paid at the rate of time-and-a-half. However, overtime on a Sunday or Public Holiday will be paid at double time.

4.8 Part-time staff receive plain time for 'overtime' up to and including the 37th hour per week Monday to Friday. Any overtime hours on a Saturday are paid at time and a half and on a Sunday or Bank Holiday at double time.

4.9 Time off may be taken instead of overtime paid. It is a matter for the employee to choose. All overtime taken as time off should be taken at the rate it has been earned at.

4.10 An employee may accrue a maximum of 74 enhanced hours time off in lieu. This must be taken within 3 months or it will be paid.

4.11 No claims are permitted or allowed for travel and travelling time unless it involves additional fares and/or mileage to that ordinarily incurred.

4.12 No subsistence claims permitted as generally meal(s) and refreshments are provided free of charge. Appropriate adjustments will be made for individual dietary needs and religious observance.

4.13 Unsocial hours payments are made to individuals contracted to work unsocial hours as a requirement of their job role. Payments will continue whilst an individual is working as part of a Casualty Bureau.

5. Casualty Bureau Working

5.1 Where a Casualty Bureau has been established, the following will apply.

- Police staff may be called upon to extend their working day or attend for work at some point during the evening, night or early morning. If an employee is contacted and is able to work they must attend.
- Police staff may be contacted after they have left work for the day, weekend, rest day or bank holiday, in which case if able, they should attend for work.
- If having been notified of the duty it is possible to cancel it, they will be notified as soon as practicable.
- The minimum 4 hour payment referred to in section 4 will apply. However, if they are already on their way to the casualty bureau and cannot be stopped, they may be utilised for the whole or part of the shift on their arrival.
- Where appropriate, overtime will be paid in accord with section 4.

6. Being Sent Home from Work

6.1 It may be necessary to send employees home from work to attend the Casualty Bureau later that day, evening or night. These employees will be paid as if they had worked their normal hours. The Casualty Bureau work is paid as overtime at the prevailing rate.

6.2 For all other days where the employee works for the Casualty Bureau instead of at their normal job, they must work 7 hours 24 minutes, exclusive of meal breaks, before overtime is paid. Employees should be aware that where their ordinarily rostered day is longer than 7 hours 24 minutes, they may need to book time off in lieu to compensate for the additionally rostered hours.

6.3 Rosters

Whilst rostering work for a Casualty Bureau, it must be recognised that there is a need for two rest days per week and, at least a minimum 11 hour break between shifts.

6.4 Return to normal working

Where an employee finishes working for a Casualty Bureau, at least 11 hours must elapse before they attend for work in their normal job. If this 11 hour break includes the period, or part of the period they would normally work, they should be paid as if they had been at work.

7. Employment Data

7.1 Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that employees understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on the intranet by searching for 'Privacy Notice'.

Team: People Services Department