



POLICE STAFF

KNOW YOUR RIGHTS

If you are a member of police staff in England and Wales, don't forget your rights at work. They come from the Police Staff Council Handbook* which forms the basis of your contract of employment*.

This guide has been produced by UNISON, Unite and GMB as the three trade unions which sit on the Police Staff Council.

- 1. Your rest days must be notified to you 12 months in advance**
- 2. Your rest days can only be changed up to 12 months in advance:**
 - a. With three month's-notice or less:**
 - i. With your agreement, or
 - ii. As a result of an exigency of duty**
 - b. With 3-12 month's-notice:**
 - i. Only with your agreement
 - c. If you move to a totally different shift pattern, with different rest days, following full consultation with your trade union**
- 3. If you agree to work on a rest day, free day or non-working day at the request of your force:**
 - a. With less than 5 days-notice:** you are entitled to overtime*** for each hour worked **plus** TOIL for every hour worked
 - b. With more than 5 days-notice:** you are entitled to overtime***, or TOIL for every hour worked
 - c. Where your rest days change as a result of moving to a totally different shift pattern, with different rest days, there is no entitlement to any extra compensation.**
- 4. If you agree to work overtime on a rest day, free day or non-working day you qualify for the entitlements set out at 3 above.**
- 5. If you are a part time worker who works on a rest day, free day or non-working day you are entitled to overtime, as set out in 3 above, without having to work a minimum of 37 hours that week**
- 6. TOIL accrued from working on a rest day, free day or non-working day must be paid by your force in the next available payroll if you**

are not able to take it within 3 months of the date that it was accrued.

7. **Your start/finish times can only be changed at less than three months-notice under the following circumstances:**
 - a. With your agreement
 - b. As a result of a collective agreement with your trade union
 - c. As a result of an exigency of duty**
 - d. When moving to a totally different shift pattern, which has been the subject of full consultation with your trade union

8. **If your published start time is changed, with your agreement, by three hours or more, at less than 5 days' notice, you are entitled to an additional payment at basic salary rate for the actual number of hours worked (up to a maximum of 7.4 hours) in addition to your normal pay for the day**

9. **If your shift start/finish time is changed as a result of an exigency of duty, the duration of your shift must remain the same, unless you agree to work overtime. Overtime is always voluntary, unless it is a pre-existing contractual commitment.**

10. **You can only be stood down from a published working day:**
 - a. With your agreement, or
 - b. As a result of a collective agreement with your trade union

If you have any questions on your rights at work speak to your local trade union branch in the first instance. Some terms and conditions may vary force by force as a result of local collective agreements with your trade union.

NOTES:

***The Police Staff Council Handbook for England and Wales** is incorporated into your contract of employment unless a local agreement exists to the contrary.

**** An exigency of duty is defined as:** Situations of exceptional organisational demand, where a pressing staff requirement arises which could not be reasonably anticipated and which necessitates a change of working pattern, e.g unforeseen public order situations, major disasters, extraordinary levels of sickness and other non-planned events which impact on levels of necessary staffing to maintain public safety. Repeating events where policing demand can be foreseen in advance, such as New Year's Eve, Halloween, Bonfire Night etc,

or large-scale events and religious festivals which are known about well in advance do not qualify as exigencies of duty.

***** Overtime:**

- Monday to Friday 7am to 7pm = basic pay
- Monday to Friday 7pm to 7am = time and a half
- Saturday = time and a half
- Sunday = time and a half
- Bank Holiday: = double time