

Covid-19 Interim Pay Policy Positions

Issued 6 April 2020

1. About this document

The following are the interim policy positions on pay for specific scenarios as a result of the Covid-19 pandemic. These arrangements will be subject to periodic review and do not set a precedent for future arrangements following the pandemic.

- Advice and guidance

Any questions regarding this policy paper should be directed to your HR Business Partner in the first instance.

Advice and guidance on all other matters regarding the Government's response to coronavirus (Covid-19) is on www.gov.je

<https://www.gov.je/health/coronavirus/Pages/index.aspx>

You are advised to check for daily updates in relation to your work through our dedicated webpages for employees www.gov.je/employees

- Contacting us

If you have a question about how to apply a policy contact your HR Business Partner in the first instance or email questions to peopleservices@gov.je

- Exceptions

Exceptions to this interim pay policy are discouraged. In the unlikely event that there is a need to consider an exception this must be referred to your Director General or their delegate in the first instance. A Director General before implementing must refer the request through the department HR Business Partner to the Reward Team for approval. Their email address is reward@gov.je

2. Underlying principles

The underlying principles are as follows, the details and any exceptions as outlined further in this document.

- All current employees redeployed to another role will remain on their "normal basic pay" (basic pay plus any permanent contractual payment such as shift pay and unsocial hours pay).
 - Redeployment to other roles could be to backfill colleagues moving into essential or critical roles, to fill essential or critical roles or movement between essential/critical and essential/critical roles wherever there is a need to do so. Redeployed roles will be within the individuals' capability (subject to any required training) and will also be within their overall contracted number of hours, wherever possible.
 - Contractual pay will not be reduced or increased by working in a different role for a different department or working different patterns of hours. Normal basic pay will continue.

- In these exceptional circumstances in order to support essential and critical services we may ask employees to work hours that may be different to those they currently work including early starts/late finishes and weekend working and there will be no extra pay. Where we need shifts or weekends to be covered, wherever possible we will ask people whose work schedules already include shift or weekend working. Where additional resource is needed, we will seek volunteers in the first instance, however as things progress, the Strategic Coordinating Group may direct how and where workers will be used in response to the pandemic. This will be considered a reasonable management request, and therefore employees would have to demonstrate why they would be unable to fulfil a reasonable request undertaking similar or like duties. We are fully aware that very many people are volunteering to take on different roles to support colleagues and Islanders as we face this unprecedented situation.
 - A risk assessment will take place, if required, to ensure that individuals who are redeployed are not put at risk.
 - Any necessary training will be provided.
 - Existing employees on zero hours contracts will be redeployed on their current terms and conditions.
- All current employees taking on additional responsibilities will be paid in line with their current normal terms and conditions.
 - All employees identified as executing critical roles will continue with their duties in their current roles. Employees in non-critical roles may be redeployed into other roles. To prevent cross-contamination between teams, employees must not execute two separate roles.
 - Emergency workers are being employed on zero hours contracts and will be hired on the same normal basic pay as current employees in similar roles and set a salary at the entry level of the payscale of the paygroup.
 - Existing employees on zero hours contracts will be redeployed on their current terms and conditions.
 - To ensure the wellbeing of our employees and also appreciating the current economic environment the GoJ is faced with, for employees who are overtime eligible, overtime must be utilised as a last measure only. Rotas, redeployment, new working patterns and other working arrangements must be put in place to avoid overtime claims.
 - Employees should, wherever possible, arrange with their Manager an uninterrupted rest period of not less than 24 hours in each 7-day period. Every effort should be made to avoid disturbing employees' rest periods by for example by ensuring other members of staff can answer queries. Due to the high level of activities that employees are currently undertaking, to take care of our employees' wellbeing at this unusual time, the manager may request that an employee takes annual leave in addition to scheduled rest days.

3. Term-Time Staff asked to work during the School holidays

Term-Time staff working in schools will be asked to volunteer to work during the school holidays as children of critical workers will need to be in school.

a) Teachers

Teachers will be asked to volunteer to work during the school holidays. Full-time Teachers are currently paid for 1660 hours worked per year and these hours will be redistributed to account for working during the school holidays.

Where possible, a rota system will be introduced to ensure a fair distribution of teachers being asked to work during the school holidays

b) Education Support Staff

Education support staff will be asked to volunteer to work during the school holidays without extra pay. This is on the basis that:

- Their term time hours will be redistributed to account for working during the school holidays instead.
- Where possible a rota system will be introduced to ensure a fair distribution of Education Support staff being asked to work during the school holidays.

c) Other Term-Time Staff

Term time only staff working in other areas may be asked to take their holidays at a different time or in exceptional circumstances if they are undertaking a critical role outside of school, by agreement with their manager, be paid for additional hours/weeks at the normal basic pay. In these circumstances the hours paid should not exceed a full-time role (ie. 1FTE).

d) Supply Teachers

The position for those on the supply register is being considered and further guidance will be issued as soon as possible.

4. Emergency staff - temporary staff brought in to help with the pandemic crisis

Will be employed on zero hours contracts.

a) Salary

- Individuals will be paid a salary in line with other employees at same grade/level and set a salary at the entry level of the payscale of the paygroup.
- If a retired employee is re-hired in a similar/same level role as when they retired from employment with GoJ, the salary level will be reviewed on a case by case basis
- Claims for payments other than salary will only be agreed in exceptional circumstances e.g. shift pay, overtime, call out, standby etc and these should follow the current processes for these payments/allowances

b) Overtime

- As with other employees at the same level/grade. Please see section 5 below.

5. Overtime

These are exceptional times and many employees are working long hours to ensure essential services are maintained. However, GoJ is currently operating in business continuity mode. The following position on overtime must be adhered to:

- To ensure the wellbeing of our employees and also appreciating the current economic environment, overtime must be utilised as a last resort measure only. Rotas, redeployment and other working arrangements must be put in place to avoid overtime claims.
- For employees who are overtime eligible, and where other measures to avoid overtime claims have been put in place and exhausted, in exceptional circumstances overtime will be paid for employees in critical roles, with pre-approval from the manager. Retrospective overtime claims will not be approved or paid.
- For all pre-approved/authorised overtime claims, the manager and department must ensure that a robust governance process with appropriate controls is put into place.
- Finance will audit overtime claims on a regular basis and will provide challenge as appropriate.
- Employees who are claiming overtime for covering duties in a department/team managed by someone other than their usual direct manager, should follow the overtime process of the department/team in which the overtime is incurred. This includes seeking pre-approval of all overtime claims.
- If an employee is overtime eligible then the department that the employee is redeployed to must approve it beforehand and give their business unit and object account number which must be added to the overtime claim form.

6. Bank Holiday payments

If an employee is on rota to work on an upcoming bank holiday in April, May or August 2020, normal premium Bank Holiday rates will be paid.

If an employee is scheduled to work on an upcoming bank holiday in April, May or August and have either contracted Covid-19 or are in self isolation, employees must complete an absence form and normal basic pay rates will be paid.

Note premium bank holiday rates will not be paid for any employee who does not work the bank holiday(s) for any reason.

7. Part-time employees working additional hours

Any additional hours will be calculated on normal basic pay.

For overtime eligible employees please see section 5 above. If an employee works more than the full-time hours for their normal role and are overtime eligible they may claim overtime in accordance with the overtime process of the department/team in which the overtime is incurred. This includes pre-approval of any overtime claims which must be claimed on an overtime form. Any additional or

overtime hours must be approved beforehand by the department they are incurred in and the business unit and object account number entered on the overtime form.

8. Full-time staff working part time hours because they are looking after dependants

Full-time staff working part time hours will continue to be paid at their normal basic pay rate in accordance with their contract.

Children of critical employees have been allocated school places allowing these employees to continue performing their roles.

9. Staff who are self-isolating in line with Government policy

Employees will be paid as normal during any period of self-isolation.

10. Annual Leave

A separate paper on annual leave will be issued shortly.