

12 HOUR SHIFTS
South Wales Police
Officer Agreement



12 Hour Shift Pattern

This agreement between the Chief Constable and participating BCUs/Departments will run until the outcome of a current review of variable shift patterns has been completed and its recommendations implemented.

This agreement sets out the proposed arrangements for a variable shift pattern for members of South Wales Police, in accordance with the Police Regulations 1995 and Home Office Circular No: 46/1993.

Officers entering into this agreement do so of their own choice, under no circumstances will any of the following conditions be imposed without their written consent. That said officers are asked to read the document carefully and take note of the minimum requirements to quit the scheme.

Written notice must be given to all persons affected by the arrangements 28 days prior to the commencement of any variable shift agreement.

1. In accordance with the provisions of the Police Regulations, hours of duty shall be performed in one 12-hour complete tour.
2. The duty day will commence at 07:00 hours. A tour of duty, which starts before this time, will attract additional payment in accordance with Police Regulations. A duty night shift will commence at 19:00 hours.
3. The variable shift pattern will consist of working four days i.e. two days commencing at 0700 hours followed by two days commencing at 1900 hours – followed by four rest days. Start times will be staggered by local arrangement up to 3 hours after 0700 hrs or 3 hours before 1900 hrs. For PSU duties/Special Events **only** the staggering will be subject to the policing imperative (i.e. officers may be required to start any time between 07:00 hours and 19:00 hours.)
4. Annual leave entitlements for all persons shall be calculated in hours.
5. All 'acting up' allowances will be calculated and paid in hours.
6. For the purposes of annual leave, the year will be broadly divided into three periods. The Spring period will include the months of February, March, April and May. The Summer period will include the months of June, July, August and September. The Winter period will include the months of October, November, December and January. During any one period, each officer will be restricted to a maximum of **96 hours** annual leave, unless authorised by the Divisional Commander.
7. Where an officer attends a force-training course, not planned for delivery during their tour of duty, that officer will be rostered for an 8-hour tour. Any shortfall in hours will be re-rostered by the division or, by mutual agreement, written off against time owed. This will amount to a maximum of 4 hours a day for each day worked.
8. Where an officer performs a duty on a temporary assignment at a station or department, other than their normal place of duty and not subject to a 12 hour

working arrangement, he/she shall adopt the shift pattern at that location for example an 'aide' or during recuperative duties. Any rest days owing will be re-rostered according to Police Regulations, and any annual leave will be dealt with as at 5 above.

9. Where an officer is undertaking PSU duties, officers working 12 hours will routinely work a 12-hour shift. For officers working 8 hours they will routinely work an 8-hour shift but may be required to work overtime. If the PSU duty expires after 8 hours officers working 12-hour shifts will return to their Division/Department for re-deployment by local management. Where an officer is undertaking mutual aide outside the force area he or she will be rostered for an **8-hour** tour of duty (unless otherwise stated). This will not effect the existing mutual aide compensation regulations (ie a minimum 16 hours claim).
10. When officers are required to work for a 'special event/occasion' so designated by the Divisional Commander or Chief Officer, it will be carried out within their normal tour of duty.
11. There shall be at least 11 hours between rostered tours of duty.
12. Where an officer is required to work into a rest day (without due notice), directly from a rostered tour of duty, compensation will be made at the overtime rate of double time for the first two hours, thereafter regulations shall apply ie a minimum claim of 4 hours.
13. Where an officers rest day falls upon a public holiday, the officer will have a day off, the officer will be also be granted time of in lieu, at the rate of **8** hours. For a full explanation of this please see the 12-hour shift web site "*Public Holidays and the 12 hour shift worker*".
14. Subject to the exigencies of duty, officers shall be entitled to refreshment time as outlined in Police Regulations of up to 70 minutes; this will be taken in two periods and managed locally.
15. If an officer is required to work his/her rest day with less than 15 or 5 days notice, the officer shall be compensated in accordance with Police Regulations.
16. The Chief Constable reserves the right at any time to cease the trial, with 3 months notice, for sound operational reasons.
17. Any alterations to this agreement shall only be made with the consent of the Chief Constable and the Joint Branch Board.
18. Any officer, who wishes to opt out of this trial, having already agreed to take part must give 28 days notification. The officer will be required to submit a report to their line managers outlining their reasons **and** have worked the 12-hour shift pattern for a minimum period of three months. As with all shift patterns, where urgent welfare considerations become an issue, line mangers should take appropriate action.
19. Where an officer is either owed time off, or owes the force 'time' this matter shall be reconciled during the following two rota periods, allowing a maximum period of 112 days from the end of the rota where the debit or credit occurred. It will not be permissible to carry a debit or credit beyond this period and any time owed to the officer will be taken as time off, in line with the existing 3-rota rule. Such time will **not** be considered as an annual leave entitlement.

Signed for Chief Officers

Signed For Staff Association

Amended by: Josh Jones Date: 26/07/06