

Staff Code Policy Document

1. Policy Name

Allowances

2. Policy description and purpose

This policy outlines the use of additional salary allowances.

3. Status of policy

Current.

4. Scope of policy

This policy applies to all MRC employees.

5. Policy statement

Employees may be eligible for allowances in addition to basic pay.

6. Policy detail

All allowances are reviewed on an annual basis and their rates may be revised. No allowance will be withdrawn from an employee without twelve months prior notice. Details of eligibility for MRC's allowances are set out below. Allowance rates are published separately in Staff Bulletins and on the MRC Portal.

Location Allowances

Eligibility for the following allowances is as follows:

<u>Location</u>	<u>Eligibility</u>
Inner London	Employees working within a radius of 5 miles from Charing Cross
Intermediate London	Employees working outside the Inner Zone but within a radius of 18 miles from Charing Cross.

The Inner London and Intermediate London Allowances are pensionable.

Central London Supplement Employees in receipt of the Inner London Allowance. This Allowance

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is non-consolidated and non-pensionable

Recruitment and Retention Allowance (RRA)

Recruitment and Retention Allowances are awarded at the discretion of Institute/Unit Management to address specific recruitment and retention difficulties. Typically they will be used in response to scarce skills, market forces or unique difficulties associated with working in a particular location. RRAs will go under different names and may be restricted to a particular unit or have wider regional and/or corporate-wide application. RRAs can be withdrawn when the original circumstances that warranted payment of the allowance no longer apply. Details of RRAs are published separately in Staff Bulletins and on the Portal.

Animal Care Allowance

Payable to employees who regularly have to come to work during a weekend or public holiday to care for animals. Employees are entitled to the following:

a) *Weekend duties*

Either

- (i) time off in lieu on the basis of one hour off for each hour worked, if this does not interfere with the work of the establishment; or
- (ii) payment of a flat rate allowance for each 3 hour session worked at the corporately specified rate.

b) *Public and Statutory holiday work*

- (i) time off in lieu at the rate of three hours for each holiday worked, and
- (ii) payment of a flat rate allowance at the corporately specified rate.

On Call at Home Allowance

Payable to employees in bands 3 – 7 only for each pre-agreed on-call period. Different rates apply for weekdays; weekends and privilege days; public and bank holidays.

Shift Allowances

Employees may be entitled to various shift allowances. These include –

- Shift Disturbance Allowance;
- Saturday and Sunday payments

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Sunday Night Allowance
Public and Bank Holidays payments
Excess Over Conditioned Hours payments.

Details of such payments are available from local Unit administrations or Human Resources departments in the Units in which they apply.

Deputising Allowance

A Deputising Allowance is paid to an employee who is required to take on **all** the duties of a post in a higher band, either in the absence of a post holder or when the post is vacant. Employees must have undertaken these duties for a minimum of five consecutive days to be eligible for an allowance. Once the qualifying period has been exceeded, all the days that have elapsed since the first qualifying day in the higher band will count towards entitlement for the allowance. Employees will be paid the equivalent salary they would have been entitled to had they been substantively promoted - i.e. the minimum pay point of the higher band or a higher pay point if the band minimum represents less than a 10% increase. A Deputising Allowance will not normally be paid for longer than twelve months.

Clinical Consultants Allowances

Clinical Excellence Awards (CEA)/Distinction Awards

Consultant level clinicians may be considered for Clinical Excellence Awards or Distinction Awards under the terms of the NHS scheme. In an MRC context, awards will recognise and reward exceptional research contributions which promote public or individual patient health, or improve the effectiveness of the NHS in providing effective diagnosis or treatment. Awards are funded by the NHS but are paid as part of an MRC salary with the costs reclaimed from the NHS.

On Call Availability Supplements

An On-Call availability supplement may be paid to Consultant level clinicians in line with the NHS scheme. Payments are funded by the NHS but are paid as part of an MRC salary with the costs reclaimed from the NHS.

7. Effective Date

18 June 2006

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8. Amendment History

Date	Version	Date in force	Date expired	Status	Summary of amendments	Author	Publisher
18/6/2007	0.1	18/6/2007		Published on portal	Staff Code re-organised to support shared service centre implementation	Robert Stagg	Toni Allen