**COMMONWEALTH GAMES FAQ’S FOR OFFICERS**

**Q. Are we being paid overtime for additional hours worked?**

Any hours worked over and above your normal rostered shift will attract either payment at time and a third or TOIL. **The choice must be yours** **alone**. If you are working on a cancelled RD you will get an RRD (8 hours) plus any hours above 8 as TOIL or payment at time and a third, again the officer’s choice.

We are working with the Op Unity team to ensure this is fully understood by all staff and where this has not happened it will be rectified.

In effect, you or your team should fill in your overtime forms daily as specified by the Op. Unity team indicating whether you want payment or TOIL. Keep an PNB entry or other record of the hours worked.

**Q. Should the Force have given a 90 day notification of change of shift pattern?**

This does NOT apply as the CWG represents an “exigency of duty” within the meaning of Police Regulations. The Federation have legal advice on this point and this is the answer.

This said, at all times our clear expectation and communication was that 90 days was adhered to, as best practice, as far as possible and in most cases (clearly not all!) it has been.

We are aware of examples of officers who state their shifts have been changed several times within this period. We have been informed that any late changes in postings or planned hours are attributable to changing demands. The Federation is monitoring this closely, as we are aware of the difficulties this can cause and want to keep this to an absolute minimum, if at all.

**Q. How many days / hours per week can I be asked to work without rostered rest day?**

Force policy is that officers should not work more than 6 days consecutively without a rest day, unless one of the days is a training day. The maximum number of hours in a working day you can be expected to work is 13 which allows for an 11-hour rest period.

Any officer who, once rest days have been reinstated, believes they are going to be expected to work longer than this should raise this issue directly with their line manager, the Op. Unity team and it should be rectified. If it is not, within a reasonable time, please contact your workplace Fed rep.

**Refreshment Breaks & Meals**

**Q What about Breaks and getting food?**

When on a 12 hour shift you will be entitled to a break of 1 hour, which may be split into two. Breaks should be undisturbed allowing for exigencies of duty, defined as an urgent or pressing need.

Officers deployed to the CWG will be provided with food and drink. Officers on BAU backfill will not be, so will be entitled to claim for a meal for the second meal of their shift as you will be working more than 2 hours overtime in that tour of duty.

Officers who know they are required to complete more than 2 hours overtime do not need to wait until that time in order to claim for the meal, it can be taken when the allocated second break is given,

The Heads of Agreement set the level of meal expenditure for officers not to exceed, £6.00 for Breakfast, £7.50 Lunch & £10.00 for Dinner. This is a marker, not an absolute maximum, and as long as claims are “reasonable and receipted” other amounts are legitimate and should be approved.

**Part time Workers**

**Q I’m a Part time worker. Can I be forced to work on my Free Days or extra hours?**

Due to the fact that the CWG is an exigency of duty Part time officers can be ordered to work longer shifts as well as on their Rest / Free days. The Federation obtained legal advice on this point and it is important that where there are exceptional circumstances these are raised with the departmental SPOC. If issues are not dealt with in a reasonable, proportionate manner, these should be raised with your local Fed rep.

Constables, sergeants, inspectors and chief inspectors who work part-time are paid at plain time for all determined and additional hours up to 40 hours in a relevant week unless they choose to take time off in lieu of payment. Also, all additional hours worked by constables, sergeants, inspectors and chief inspectors who work part time over their determined hours up to 40 hours in a week, which are paid, are automatically pensionable.

Only additional hours worked by constables and sergeants over 40 hours per week can attract paid overtime (in the case of officers who work a Variable Shift Arrangement (VSA) an average figure is used to calculate this). It does not have to be taken as time owing and any TOIL is only good for a period of 3 months and then should revert back to payment if it has not been used.

**Q. Travel expenses to different location?**

YES, you can claim travel expenses and if the travel time is not included in your tour of duty, you are entitled to claim 1 hour travel time per day.

**Q. Can I carry PAVA in my personal car or when off duty?**

NO. PAVA is a s5 Firearm and legal advice, accepted by the Force, is that under no circumstances should it be carried around by officers when off duty. If you have to pick up PPE from your parade station before going on to a muster point, you are on duty from that time.

**Q. When a rest day cancelled, when must this be rescheduled for (to allow a rest day)?** –

Police Regs state that Police officers should have cancelled Rest days re-rostered within 4 days of the cancellation. However, in our Force historically we have chosen not enforce this by local agreement which has the benefit of officers deciding when they take the RRD as opposed to the Force. What would be entirely lawful if we insist on this, would be that the Force cancels a weekend Rest Day and reinstates on, for example, a Tuesday which clearly isn’t fair on officers.

**Q. Child care or Caring responsibilities where one or both parents or carer are posted to extensive shift patterns above their normal hours?**

There are no specific provisions protecting officers who are parents or carers, however, there is legislation such as the Equality Act. The Force has undertaken to work with parents and carers to come to reasonable solutions. Parents & carers should be making all reasonable provisions to ensure they can attend duty when required including using (where possible) other family members or appropriate persons, as well as paid childcare. The hope is that in most cases such matters can be resolved on an exceptional needs basis by local negotiation, however, where this fails please raise the case through a Fed rep and we will take up the case up on your behalf.

Communication and reasonable behaviour is paramount. So all officers with such commitments need to make there line managers aware, at the earliest opportunity, of any potential issues which may prevent them attending work.

**FIND MY FED REP OR FURTHER ADVICE** - <https://www.polfed.org/westmids>