

ISLE OF MAN CIVIL SERVICE JOINT NEGOTIATING COMMITTEE

DEPARTMENT OF TRADE & INDUSTRY

MARINE ADMINISTRATION DUTY OFFICER

COVER DUTY AGREEMENT

WHEREAS the Isle of Man Civil Service Joint Negotiating Committee Constitution 1991 sets out the functions of that Committee to be:-

- i) to secure the largest possible measure of co-operation between the Government of the Isle of Man as employer and members of the IOMCS in the determination of the pay and other terms and conditions of civil servants; and
- ii) to achieve a sensible balance between the need to provide efficient, cost effective services in the public interest and the duty to be a responsible employer.

AND WHEREAS the Isle of Man Civil Service Joint Negotiating Committee has agreed that the Marine Administration Duty Officers on the staff of the Department of Trade and Industry, by virtue of the regulatory amendments introduced with effect from 1 July 2004 to the Safety of Life at Sea Convention and the International Ship and Port Facility Security Code are required to provide an exceptional and constant out of hours cover duty,

NOW THEREFORE, the Isle of Man Civil Service Joint Negotiating Committee is agreed that the following arrangements shall apply in respect of cover duty provided by the Marine Administration Duty Officer Posts on the staff of the Department of Trade and Industry:-

1. There shall be a 'Duty Officer' which shall be a single person to deal with all out of hours staff and customer contacts and to manage any issues arising from such contacts.
2. All three Principal Marine Surveyor posts will participate equally in an agreed roster to provide the cover duty as Duty Officer. The organisation of Marine Administration is currently under review. To allow for changes to the structure and titles, the Director of Marine Administration will determine which Officers will be involved in the roster. Any dispute in relation to the roster will be determined by the Director of Marine Administration.
3. In recognition of the cover provided, the Marine Administration Duty Officer will receive a cover duty allowance which shall be in place of all other provisions in the Isle of Man Civil Service Regulations in respect of on-call, standby or cover duty arrangements.

4. The Marine Administration Duty Officer cover duty allowance shall take effect from 1 July 2004 and shall be at the following rate:-

Weekday standby payment (Monday to Friday inclusive)	£19.67
Weekend standby payment	£78.70
Public Holiday standby payment	£78.70
Normal payment for a full week rota	£255.72
NOTE:	
(i) Weekday standby payment -	cover duty operates for period between normal close of business and normal opening for business on the following day.
(ii) Weekend standby payment -	a full 24 hour period on a Saturday or a Sunday (through to opening for business on a Monday morning).
(iii) Public Holiday standby payment -	Includes 'Bank' holiday or 'Privilege' holiday

5. The allowance shall be increased annually, commencing on 1 August 2005 by the same percentage increase applicable to other standby and on-call allowances defined in Civil Service Regulation [C47](#).
6. The Marine Administration Duty Officer will record all out of hours contacts and time spent in a form prescribed by the Director of Marine Administration from the operative date of this agreement.
7. All officers participating in an agreed roster will accept responsibility for and usage of any communications equipment provided by the Department of Trade and Industry to assure the provision of efficient and effective out of hours services to users. Such equipment shall remain the property of the Department and will be returned in the event cover duty is no longer required or those participating leave the Civil Service.
8. By agreement with the officers participating in the Marine Administration Duty Officer roster, the Department may aggregate the allowance and pay it as a fixed monthly sum.
9. In the event of this cover duty no longer being required, this agreement shall be withdrawn and the allowance ceased upon giving one month's notice thereof to all affected officers.

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 Signed on behalf of
 the Civil Service Commission
 Date.....

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 Signed on behalf of
 the Government Officers' Association