

## SHIFT DISTURBANCE ALLOWANCE AGREEMENT

### Customs and Excise – Law Enforcement Officers

The Joint Negotiating Committee for the Civil Service is agreed that Law Enforcement Officers on the staff of Customs and Excise, Treasury should receive an allowance in respect of the current shift roster of 20% of basic salary.

For the purpose of paying this allowance the following provisions of the IoM Civil Service Shift Disturbance Allowance Agreement shall apply as if the post holder is a "regular shift worker"

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The allowance is based on a shift roster for Law Enforcement Officers and covers the following:

**Early** – 0500hrs to 1230hrs (plus one early finish by 30 minutes on the Friday<sup>1</sup>)

**Mid** – 1000hrs to 1730hrs (plus one early finish by 30 minutes on the Friday<sup>1</sup>)

**Late** – 1630hrs to 0000hrs (plus one early finish by 30 minutes on the Friday<sup>1</sup> (if applicable<sup>3</sup>))

Officers working shifts will have their PIP working pattern amended to their working pattern being 7 hours 30 minutes on Monday to Thursday and 7 hours on a Friday.

Shifts to be worked as follows:-

One week of late shifts then weekend off

One week of mid shifts then weekend off

One week of early shifts then 1 full day on either a Saturday or a Sunday weekend cover (weekend hours to vary depending on operational need<sup>2</sup>)

**Note1:** the early finish per week on the Friday is to ensure the officers continue to work a 37 hour week. The early finish can be swapped to another day subject to the prior agreement of the Law Enforcement HEO / SEO.

**Note2:** If an officer works at the weekend then they get one day in lieu back to be taken as a team in the following week (late shift) on the Friday, or on another day subject to the prior agreement of the Law Enforcement HEO / SEO.

**Note3:** Ability to flex start / finish time of a shift in line with demand. For example to have the ability to amend shift pattern in winter months to 1430hrs to 2200hrs when there is no late Liverpool arrival.

### **Day Shifts**

Where operational need facilities attendance outside the hours of the normal shift pattern, a day shift will be implemented. This will generally commence at 0800hrs and will finish at 1530hrs (1500hrs on a Friday). However, the start time can be flexible to allow for an earlier or later start depending on operational need (for example to attend a training course etc.). The start time will be agreed by the Law Enforcement HEO / SEO in advance of the day shift.

Following advice from the Office of Human Resources, Health and Safety Directorate, there will be a minimum of 10 hours between an officer finishing a shift and starting their next shift.

A shift pattern has been devised which will offer additional law enforcement coverage at times when staff will be needed from an operational point of view (i.e. allowing for earlier starts, later finishes, covering 6 days a week in line with arriving / departing boats and airplanes)\*.

\*Note: Drug Strategy Allowance / on call officer will give further flexibility outside of the shift patterns to cover as and when needed on short notice.

There will be a minimum period of 6 weeks' notice prior to implementation of changes to shift pattern.

### **Personal choice shift swaps**

To allow flexibility to the officers, a maximum of 10 shift swaps will be allowable per officer per leave year (to be reset on the 1st April each year). These swaps will be between officers at the same grade, will be mutually agreeable by both officers with all line managers being informed of the swap. A record will need to be kept by both officer and manager in relation to shift swaps.

Under this shift agreement the following adjustments will also need to be made:-

### **Breaks**

Unless there is an exceptional need to not do so, officers will be given a paid 30 minute break within their shift (to be managed by EO and around daily operational need).

### **Flexible working**

Flexible working will be removed for the staff working on the roster.

The 20% uplift allows for working on the shift rota as outlined above which includes:

- occasional weekend work (1 day in a 3 week cycle)
- bank holiday cover where this falls as part of a shift rota

- flexibility to move on to another shift pattern where necessary for operational need on short notice

In relation to bank holidays, all officers working under these terms and conditions are to be credited with the equivalent hours commensurate with the total number of bank holidays each financial year. This credit would be made on the 1st April each year. Each officer then have flexibility as to when they take their time off in relation to bank holiday hours.

The allowance will only continue whilst a shift roster is in operation. It will be reviewed if the roster is significantly amended or removed and the allowance withdrawn or amended as appropriate.

This allowance shall be payable with effect from 1 February 2023.

This agreement will be reviewed every 12 months. Three months' notice will be given to vary or end this agreement.

Following a review this agreement was revised with effect from 1 February 2024.

Signed on behalf of the Public Service Commission

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Date 04/01/2024

Signed on behalf of Prospect

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Date 4/1/2024

Signed on behalf of Unite

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Date 18/1/24

