



University of  
**Strathclyde**  
**Glasgow**

# Shift Working Policy

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## 1. Introduction

In some areas of the University, staff may be required to formally adopt shift working and other regular unsocial working patterns in response to operational needs.

In this policy, you'll find more information about the types of shift arrangements in place at Strathclyde, the shift allowances payable, our expectations of you and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

This policy applies to staff in the Administrative and Professional Services, Technical Services and Operational Services job families who work in areas that deliver round the clock services to staff and students and are required to formally adopt shift working. Staff in other job families should refer to their specific Terms and Conditions of Employment, as entitlements may vary.

Where shift work is an essential requirement of the job, this will be set out in employment contracts and further particulars for the post.

If you're participating in planned overtime or on-call arrangements, you should refer to our [Overtime Policy](#) and/or our [On Call Policy](#).

## 3. What is Expected of You

**If you're a member of staff, you are expected to:**

- Participate in any health assessment offered by our Occupational Health team, such as night worker health assessments.
- Talk to your manager and seek advice from our [Occupational Health](#) team or your GP if you're experiencing any health problems related to shift work.
- Let your manager, [Human Resources](#) or Occupational Health know if you're pregnant or have any medical conditions which may impact your ability to do shift work.

**If you're a manager, you are expected to:**

- Involve and consult with team members before introducing or making changes to shift working arrangements. Remember some staff can find it particularly challenging to work unsocial hours (for example those with caring responsibilities, those with a medical condition, or for religious reasons).
- Design and manage shift patterns in a way that minimises impacts on staff health, sleep patterns, productivity, safety incidents and cost.
- Ensure shift patterns comply with the [Working Time Regulations](#), specifically in relation to rest periods and compensatory rest, and health assessments for night work, where applicable.
- Check your team's work schedules before agreeing to overtime or shift swaps to ensure excessive hours are not being worked.
- Conduct occupational risk assessments for shift work and put safeguards in place to support safe shift working practices.

## **4. What is Shift Work?**

Shift work is a pattern of work where one staff member typically replaces another in the same job within a 24-hour period and which will often include evenings, night work or work at weekends. This does not include voluntary arrangements agreed under our [Agile Working](#) (staff login required) and [Flexible Working](#) policies.

## **5. Shift Allowance Rates**

There are four different shift allowance rates in operation at the University. Which shift allowance rate you receive will depend on the type of the shift pattern you work, for example, the time when the shifts are worked, the length of the shift and whether weekend and/or night work is involved.

The table below provides examples of some of the types of shift systems in operation across the University. We know, however, that not all shift patterns in operation are represented in this table or will fit neatly into the definitions. In these scenarios, managers must seek advice from [Human Resources](#) to determine the most appropriate shift band.

Level	Examples of Shift Patterns
<b>Band 1: 25%</b>	<ul style="list-style-type: none"> <li>☐ A <b>rotational three shift</b> system (typically early, late and night) providing 24-hour cover over <b>variable</b> days per week.</li> </ul>
<b>Band 2: 20%</b>	<ul style="list-style-type: none"> <li>☐ A constant <b>night shift</b> system (typically 11pm to 6am) providing cover over <b>variable</b> days per week.</li> <li>☐ A <b>rotational three shift</b> system (typically early, late and night) providing 24-hour cover over <b>fixed</b> days per week (typically, Monday to Friday.)</li> </ul>
<b>Band 3: 15%</b>	<ul style="list-style-type: none"> <li>☐ A constant <b>night shift</b> system (typically 11pm to 6 am) providing cover over <b>fixed</b> days per week (typically, Monday to Friday.)</li> <li>☐ An <b>alternating two shift</b> system (typically early and late) providing cover over <b>variable</b> days per week. The start times for these shifts typically vary by four hours or more.</li> <li>☐ A rotational three shift system (typically early, mid, and late) providing cover over variable days per week. The start times for these shifts typically vary by four hours or more.</li> </ul>
<b>Band 4: 5%</b>	<ul style="list-style-type: none"> <li>☐ An <b>alternating two shift</b> system (typically early and late) providing cover over <b>fixed</b> days per week (typically, Monday to Friday.) The start times for these shifts typically vary by four hours or more.</li> <li>☐ A non-shift based working pattern involving <b>any variable five days out of seven</b> per week with variations in start time of typically no more than three hours and/or where working pattern regularly requires work after 8pm or at weekends.</li> </ul>

Shift Allowance is paid monthly on top of your basic salary. It is pensionable and is subject to tax and NI deductions.

## 6. Health and Safety

Shift work often takes place at night, and may involve lone working, or present other challenging situations. If you're a manager, you must assess the risk to lone and out-of-hours staff, prior to work commencing, by completing a risk assessment, in consultation with the team members involved. For further information and guidance go to [Safety, Wellbeing and Resilience](#) (staff login required).

## 7. Stopping Shift Allowance

If business needs change, we may need to amend or withdraw shift arrangements. If this happens, we'll discuss and consult with you (and other staff members involved) and give you a minimum of four weeks' notice of any change. We'll not look to recover any allowance already paid to you during this period.

## 8. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

## 9. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.