

COLLECTIVE AGREEMENT VOLUNTARY ADDITIONAL HOURS

Dated – 15th August 2014

1. Parties

- 1.1 Merseyside Fire & Rescue Authority of Fire Service HQ, Bridle Road, Bootle, Merseyside, L30 4YD
- 1.2 The Fire Officers Association of London Road, Moreton in Marsh, Gloucester, GL56 0OH.

2. Definitions

In this agreement:

- 2.1 “The Authority” means Merseyside Fire & Rescue Authority.
- 2.2 “The FOA” means the Fire Officers Association.
- 2.3 “Voluntary additional hours” means hours worked over and above an individual’s contractual commitment under his/her primary contract.

3. Background

- 3.1 This collective agreement sets out the arrangements in place for an employee providing voluntary additional hours to the Authority to meet its operational requirements.
- 3.2 Existing overtime arrangements relating to casual (change of shift) overtime, public holiday payments and recall to duty are unaffected and arrangements in place for those circumstances remain extant.
- 3.3 All employees' who are willing to volunteer to work voluntary additional hours under the terms of this agreement will complete the availability request form which is currently circulated monthly by TRM via email.
- 3.4 Employees who volunteer to work voluntary additional hours at short notice will be registered with the Service and may be contacted from time to time at such short notice.

4. Status of Agreement

- 4.1 There is no obligation to offer work and no obligation for the employee to accept work as a consequence of this agreement.
- 4.2 Nothing in this agreement constitutes a Contract of Employment.
- 4.3 Employees' undertaking voluntary additional hours under the terms of this agreement will be accountable to the Line Manager they are working under.

5. Pay

- 5.1 Employees' undertaking work under the Voluntary Additional Hours Agreement will receive payment commensurate with the role being carried out at that time.
- 5.2 Voluntary additional hours will in the first instance be offered on a role to role basis, subject to acceptance by those employees.
- 5.3 If operational requirements cannot be met on the basis detailed in paragraph 5.2 Voluntary Additional Hours will be offered to any member of staff qualified to undertake the role for which voluntary additional hours are offered.
- 5.4 Payments for additional voluntary hours will be made at flat rate.

6. Hours of Work

- 6.1 There are no regular or fixed hours of work or shifts for employees undertaking voluntary additional hours. The employee will provide voluntary additional hours on an "as and when" basis, as required to meet the needs of the Authority from time to time and as agreed by the employee.
- 6.2 Time and resource management will monitor the allocation of voluntary additional hours to employees to identify when individuals work excessive hours.

7. Absences

- 7.1 If an employee who has committed to undertaking voluntary additional hours for a defined shift or period then withdraws that commitment, then he/she should notify Time & Resource Management (TRM) or the designated local staffing officer as soon as possible. Where practicable this should be not less than 24 hours prior to the start of the shift.

8. Termination of Registration

8.1 An employee is required to notify TRM in writing if they are no longer available to undertake voluntary additional hours. Once notified TRM will remove them from the register.

9. Access to Voluntary Additional Hours

9.1 Both parties are committed to ensuring equality of access to voluntary additional hours under this agreement.

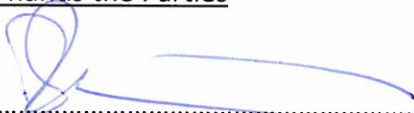
10. Fire Kit & Personal PPE

10.1 Employees undertaking Voluntary Additional Hours (VAH) will be responsible for moving their Fire Kit/PPE to the station location where VAH is being undertaken and its return to their home station following the completion of any period(s) of VAH.

11. Termination Or Amendment

11.1 This agreement may be terminated or amended at any time by written agreement between both the parties.

AS WITNESS the hands the Parties

SIGNED BY.....

For and behalf of the Fire Officers Association

SIGNED BY.....

For and behalf of the Authority

