



Notice to Staff

FOR ACTION	FOR INFORMATION	ISSUE NUMBER
PGDs, Governors, People Hub and Detail Managers in prisons and young offender institutions. PDDs, Heads of LDU, ACOs and Business Managers in NPS Directors & Heads of Group in HQ/Approved Premises	All staff in HMPPS	<p style="text-align: center;">03-2020</p>
		DATE OF ISSUE
		<p style="text-align: center;">23 March 2020</p>
CONTACT POINTS		EXPIRY DATE
Prisons: [REDACTED] Probation: [REDACTED]		<p style="text-align: center;">30th June 2020</p>
		SUBJECT
		<p style="text-align: center;">COVID19 Special Payment Schemes</p>

1. HMPPS has gained authority from the Treasury to introduce exceptional COVID19 Special Payment Schemes, and has conducted a rapid consultation with the Trade Unions.
2. This instruction provides details on the introduction of a range of schemes to support prison and probation services and safeguard staff and offenders during the period of the COVID19 Pandemic. The schemes will be implemented with immediate effect and will continue for the next 12 weeks, when they will be reviewed.

Prison Service Schemes (see summary table at Annex J)

COVID19 Payment Plus Special Bonus Scheme (for operational prison staff)

3. This scheme is available to operational prison staff (bands 3-5) in any establishment where additional hours are required due to staff absence related to COVID19.
4. Governors should identify the staff volunteering to work additional hours under this scheme. Under this scheme, Governors can manage the timing at which hours are worked to ensure a consistent delivery of additional hours at times when they are most needed. See Annex A for an example notice to issue locally.
5. Staff will be offered the opportunity to commit to a 4 or 12-week period (the 12-week commitment can operate over a 14-week period to allow for up to 2 weeks absence) of working an average of 9 additional hours per week. In addition to the normal hourly payment plus rates, staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours per week	£500	£1750
Total additional payment (PP plus bonus)	£1,292	£4,126

6. If staff on the COVID19 Special PP Bonus Scheme cannot complete the number of weeks agreed due to their own need to self-isolate or care for others affected by COVID19, then they will be given the opportunity to fulfil the hours when they return to work, or receive a proportion of the total bonus covering the number of full weeks completed.
7. To qualify for the COVID19 Special PP Bonus Scheme payment, staff must complete all the additional hours they have agreed to work by the scheme end date. Staff will not be 'credited' with any hours whilst on annual leave, so will have 14 weeks in which to complete the hours if they have agreed to the 12-week scheme.

8. Payment for additional hours should apply to the completion of activities that are aligned to band 3-5 operational duties.
9. Staff should claim for additional hours worked in the same way that claims for Payment Plus are currently made - that is after completing the hours,
10. To claim the COVID19 Special PP Bonus Scheme payment, Governors must ensure that a **COVID19 Bulk Payments Prisons** form is submitted to SSCL. Please copy in your Finance Business Partner so that claims can be monitored.
11. Completion of this form will save time in administration as all claims from one establishment can be placed on one form and it can be submitted by email. The sender must highlight within the e-mail submission that the payments relate to the COVID19 Special PP Bonus Scheme payment and that the individuals have undertaken the required hours at their establishment. This will ensure the form will not be returned, will be transacted and bonuses paid.
12. Once line managers are satisfied that the additional PP hours have been completed as required under the bonus scheme they must ensure that the officer's name and employee number, together with the number of hours worked and bonus payment due, are reported to the identified person in their establishment to process payment.

Ad-hoc Payment Plus

13. Where staff do not wish to sign up for a 4 or 12-week scheme they may volunteer to work ad-hoc PP at the standard rate.

COVID19 OSGs and non-Operational prison staff Special Bonus Scheme

14. This scheme is to cover anticipated shortfalls amongst all OSGs and non-operational prison staff.
15. Staff will be offered the opportunity to commit to a 4 or 12-week period (the 12-week scheme can operate over a 14-week period to allow up to 2 weeks absence) of working an average of 9 additional hours per week. In addition to any normal overtime rates, staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours	£400	£1500

per week		
Total additional payment	36 hours x overtime rate plus bonus	108 hours x overtime rate plus bonus

16. If staff on the COVID19 OSG and Non-Operational Special Bonus Scheme cannot complete the number of weeks agreed due to their own need to self-isolate or care for others affected by COVID19, then they will be given the opportunity to fulfil the hours when they return to work, or will receive a proportion of the total bonus covering the number of full weeks completed.
17. Details of the COVID19 OSG and Non-Operational Special Bonus Scheme should be offered to all staff. An example notice that can be used locally is at annex B.
18. To qualify for the COVID19 OSG and Non-Operational Special Bonus Scheme payment, staff must complete all the additional hours they have agreed to work by the scheme end date. Staff will not be 'credited' with any hours whilst on annual leave, so will have 14 weeks in which to complete the hours if they have agreed to a 12-week scheme.
19. The bonus payment should be claimed in the same way as the COVID19 Special PP bonus Scheme using **COVID19 Bulk Payments Prisons** form, stating clearly that it is a COVID19 OSG and Non-Operational Special Bonus Payment.

Ad-hoc Overtime

20. Where staff do not wish to sign up for a 4 or 12-week scheme, they may volunteer to work ad-hoc overtime at their standard rate.

COVID19 Escorts and Bedwatch Special Bonus Payment

21. An exceptional Special Bonus Payment for staff covering an escort or bedwatch for a prisoner believed to be infected with COVID19 will be payable. The payment for this will be £20 per shift. It should be claimed in the same way as the COVID19 Special PP Bonus, using a **COVID19 Bulk Payments Prisons** form, stating clearly that it is a COVID19 Bedwatch Special Bonus Payment.
22. Governors are expected to utilise A shifts wherever possible to staff bedwatches. A draft notice is at annex C and may be used to inform staff locally of this bonus.

COVID19 Prison Operational Manager Special Bonus Scheme (operational bands 7-11)

23. During the period of the Coronavirus pandemic there is an acceptance that Operational Managers will be working additional hours on a regular basis in difficult circumstances. This bonus payment is payable to all Operational Managers on duty. Where operational managers are absent from work, the bonus will be applied proportionately to the nearest full week.
24. The bonus paid under this scheme is £1,500 per month and is claimed by Governors using the **COVID19 Bulk Payments Prisons** form as described above. Governors should ensure that this is paid appropriately where their managers are working additional hours. An example local notice is attached at annex D.

COVID19 Special Circumstances Payment

25. This payment is available to all prisons and YOIs across the country during the COVID19 period in recognition of the unprecedented circumstances we find ourselves working in and reflects that some aspects of the role will be temporarily more challenging, which staff will need to manage flexibly to help manage prisons.
26. Governors will pay a COVID19 Special Circumstances payment to any staff working in a prisoner facing role and should apply the payment flexibly. For example, this may also be used for staff who are not normally in prisoner-facing roles, but volunteer to do operational support-type additional duties during this period.
27. The COVID19 Special Circumstances Payment is £150 per month and should be claimed using the **COVID19 Bulk Payments Prisons** form as described above.
28. If staff complete a part month (due to annual leave, for example), this payment should be proportionate to the weeks worked during the payment month. A draft notice that may be used locally is at annex E.

Annual Leave Buy-Back Scheme

29. The Annual Leave Buy-Back Scheme is open to all staff who offer to sell their 2020-21 annual leave, up to a maximum of 10 days per person. Annual leave will be bought back at the rate of 1.2 x the individuals' daily rate. Daily rate will be calculated using salary and permanent allowances only. Additional guidance will be issued on the mechanism for payment.
30. The annual leave buy back scheme is also open to staff in HQ and PGD groups who are in business-critical roles supporting the operational line.

National Probation Service Schemes (see summary table at Annex K)

COVID19 Extra Hours Special Bonus Scheme (for NPS Bands 1-6 in an Offender Facing role)

31. This scheme is available to NPS Bands 1-6 staff that are in offender-facing roles in an LDU or Approved Premises where additional hours are required due to staff absence related to COVID19.
32. ACOs/Heads of Units should identify the staff volunteering to work additional hours under this scheme. Under this scheme, ACOs/Heads of Units can manage the rate at which hours are worked to ensure a consistent delivery of additional hours at times when they are most needed. See Annex G for an example notice to issue locally.
33. Staff will be offered the opportunity to commit to a 4 or 12-week period (the 12-week commitment can operate over a 14-week period to allow for up to 2 weeks absence) of working an average of 9 additional hours per week. In addition to the normal extra hours rates. Staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours per week	£500	£1750
Total additional payment	36 hours x overtime rate plus bonus	108 hours x overtime rate plus bonus

34. If staff on the Extra Hours COVID19 Special Bonus Scheme cannot complete the number of weeks agreed due to their own need to self-isolate or care for others affected by COVID19, then they will they will be given the opportunity to fulfil the hours when they return to work, or receive a proportion of the total bonus covering the number of full weeks completed.
35. The number of hours made available under the scheme will be in line with the agreed regime that the Unit will provide during this period.
36. Once the number of hours available is identified, these should be offered to staff along with details of the COVID19 Extra Hours Special Bonus Scheme.

37. To qualify for the COVID19 Extra Hours Special Bonus Scheme payment, staff must complete all the additional hours they have agreed to work by the scheme end date. Staff will not be 'credited' with any hours whilst on annual leave, so will have 14 weeks in which to complete the hours if they have agreed to the 12-week scheme.
38. Payment for additional hours should apply to the completion of activities that are aligned to NPS Band 2-6 operational duties.
39. Staff should claim for additional hours worked in the same way that claims for Extra Hours are currently made - that is after completing the hours.
40. To claim the COVID19 Extra Hours Special Bonus Scheme payment, Managers must ensure that a **COVID19 Bulk Payments NPS Form** is submitted to SSCL. Please copy in your Finance Business Partner so that claims can be monitored.
41. Completion of this form will save time in administration as all claims from one Unit can be placed on one form and it can be submitted by email. The sender must highlight within the e-mail submission that the **payments relate to the COVID19 Extra Hours Special Bonus Scheme payment** and that the individuals have undertaken the required hours at their Unit. This will ensure the form will not be returned, will be transacted and bonuses paid.
42. Once line managers are satisfied that the extra hours have been completed as required under the bonus scheme they must ensure that the staff member's name and employee number, together with the number of hours worked and bonus payment due, are reported to the identified person in their establishment to process payment.

Ad-hoc Extra Hours

43. Where staff do not wish to sign up for a 4 or 12-week scheme they may volunteer to work extra hours at the standard rate.

COVID19 NPS Manager (ACO A-D) Special Bonus Scheme

44. During the period of the Coronavirus pandemic there is an acceptance that NPS Managers will be working additional hours on a regular basis in difficult circumstances. This bonus payment is payable to all NPS Managers (A-D)
45. The bonus paid under this scheme is £1,500 per month and is claimed by Managers using the **COVID19 Bulk Payments NPS** form as described above. Heads of LDUs should ensure that this is paid appropriately where their managers are working additional hours. An example local notice is attached at annex H

COVID19 Special Circumstances Payment

46. This payment is available to all staff working in NPS sites across the country during the COVID19 period in recognition of the unprecedented circumstances we find ourselves working in and reflects that some aspects of the role will be temporarily more challenging, which staff will need to manage flexibly to help manage probation services.

47. ACOs/Heads of Units may pay a COVID19 Special Circumstances payment to any staff working in an offender facing role and should apply the payment flexibly. For example, this may also be used, for staff who are not normally in offender facing roles, but volunteer to do additional duties to support the operational line.

48. The COVID19 Special Circumstances Payment is £150 per month and should be claimed using the **COVID19 Bulk Payments NPS** Form as described above.

49. If staff complete a part month (due to annual leave, for example), this payment should be proportionate to the weeks worked during the payment month. A draft notice that may be used locally is at annex I

NPS Gold Command

50. In recognition that Managers on NPS, F&S and legacy NOMS Terms and Conditions will be expected to provide significant support to NPS Gold Command and undertake out-of-hours on call for extended periods, the following payments will be available;

All staff on NPS T&Cs covering NPS GOLD Command Suite	On call (for outside core hours) <i>NB this is for NPS Gold Command, not for BAU NPS Stand By where other payments apply (as above)</i>	£9.00 for a period of 12 hours on a weekday/privilege day; £25.00 Weekends / Public Holidays; or £1.04 per hour on call outside working hours
All staff on NPS T&Cs covering NPS GOLD Command Suite	If Called In	£24.86 per hour
All staff on legacy T&Cs (Senior Manager A-D) with RHA paid inclusive in salary & all staff (legacy staff or F&S) in receipt of RHA separate element	On Call (for outside core hours)	Included as part of RHA

All staff on legacy T&Cs (Senior Manager A-D) with RHA paid inclusive in salary & all staff (legacy staff or F&S) in receipt of RHA separate element	If Called In	Included as part of All hours worked RHA
All staff on HMPPS T&Cs (legacy or F&S) NOT in receipt of RHA	On Call (for outside core hours)	£9.00 for a period of 12 hours on a weekday/privilege day; £25.00 Weekends / Public Holidays; or £1.04 per hour on call outside working hours
All staff on HMPPS T&Cs (legacy or F&S) NOT in receipt of RHA	If Called In	£24.86 per hour

Annual Leave Buy-Back Scheme

51. The Annual Leave Buy-Back Scheme is open to all staff who offer to sell their 2020-21 annual leave, up to a maximum of 10 days per person. Annual leave will be bought back at the rate of 1.2 x the individuals' daily rate. Daily rate will be calculated using salary and permanent allowances only. Additional guidance will be issued on the mechanism for payment.

52. The annual leave buy back scheme is also open to staff in HQ and Probation Divisions undertaking business critical roles supporting the operational line.

Eligibility and expected payments (prisons and probation)

53. All staff involved in a COVID19 Special Scheme should be made aware of the terms of the scheme and bonus payments due.

54. All bonus payments are taxable and any additional bonus payments are non-pensionable (this does not include some pre-existing bonus payments which may be pensionable).

55. Governors/NPS Manager will ensure:

- That staff wellbeing is under regular review and that staff do not work excessive hours and take appropriate breaks.

- that all available members of staff are aware of the bonus payment proposals and seek volunteers. Example notices are attached as annexes, but you may choose your own method of communication.
- that members of staff on rest days, training etc are informed so that as far as possible all in scope staff can volunteer.
- that a deadline for staff to volunteer is provided, which allows sufficient time locally to identify and agree who will be working.

56. If a member of staff subsequently becomes ineligible for this payment, either because the hours have not been worked or they have not been worked within the time limits of the scheme, they should be notified in writing of their adjusted payment - either a proportion of the payment or no payment at all. An explanation should be provided

57. The process has been discussed and agreed with both HMPPS Reward Policy, Trade Unions and SSCL.

(Approved for Publication)



Annex A

COVID19 Payment Plus (PP) Special Bonus Scheme (for operational prison staff bands 3-5)

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 PP Special Bonus Scheme has been introduced with immediate effect.

The details of the Scheme and conditions for eligibility are below:

- Staff will be offered a 4 or 12-week scheme (the 12-week scheme can operate over a 14-week period to allow for up to 2 weeks absence) to work an average of 9 additional hours per week. In addition to the normal payment plus rates, staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

-

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours per week	£500	£1750
Total additional payment (PP plus bonus)	£1,292	£4,126

- Any officer at HMP **XXXX** who would like to volunteer to regularly work 9 additional hours per week should apply to **XXXX** (person in your establishment). The scheme will be limited to the maximum hour's available, which itself may change as the pandemic progresses.
- Eligible staff will receive a Special Bonus Payment at the end of the 4 or 12-week scheme in **addition** to any Payment Plus.
- The Special Bonus Payment is **£500 for an average 9 hours per week of PP for a 4-week period and £1750 for an average 9 hours per week of PP for a 12-week period**. The payment will be made at the end of the 4 or 12-week period once all the additional hours have been worked. The bonus will be subject to tax and national insurance and is non-pensionable.

- If you would like to volunteer please inform **XXXX** by **XXXX**.
- If you are on the COVID19 Special PP Bonus Scheme and cannot complete the number of weeks agreed due to your own need to self-isolate or care for others affected by COVID19, then you will be given the opportunity to fulfil the hours when you return to work, or will receive a proportion of the total bonus covering the number of full weeks completed.
- The number of hours made available under the scheme will be limited to the deficit in hours created by temporary staffing shortfalls directly related to COVID19.
- To qualify for the COVID19 Special PP Bonus Scheme payment, you must complete all the additional hours you have agreed to work by the scheme end date. Staff will not be 'credited' with any hours whilst on annual leave, so will have 14 weeks in which to complete the hours if they have agreed to a 12-week scheme.
- You should claim for additional hours worked in the same way that claims for Payment Plus are currently made - that is after completing the hours.
- If you would like to volunteer please inform **XXXX** by **XXXX**.

I am grateful for your support during this unprecedented time of uncertainty.

Governor

Annex B

COVID19 OSGs and non-Operational prison staff Special Bonus Scheme

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 OSGs and non-Operational prison staff Special Bonus Scheme has been introduced with immediate effect

This scheme is to cover anticipated shortfalls amongst OSGs and non-operational prison staff.

Details of the scheme are below:

Staff will be offered a 4 or 12-week scheme (the 12-week scheme can operate over a 14-week period to allow up to 2 weeks absence) to work an average of 9 additional hours per week. In addition to any normal overtime rates, staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours per week	£400	£1500

Any OSG or non-operational staff at HMP **XXXX** who would like to volunteer to regularly work 9 additional hours per week should apply to **XXXX** (person in your establishment). The scheme will be limited to the maximum hour's available, which itself may change as the pandemic progresses.

If you join the COVID19 OSG and Non-Operational Special Bonus Scheme and cannot complete the number of weeks agreed due to your own need to self-isolate or care for others affected by COVID19, then you will be given the opportunity to fulfil the hours when they return to work, or will receive a proportion of the total bonus covering the number of full weeks completed.

The number of hours made available under the scheme will be in line with the agreed regime that the prison will provide during this period using the COVID19 regime guide.

To qualify for the COVID19 OSG and Non-Operational Special Bonus Scheme payment, you must complete all the additional hours agreed to work by the scheme end date. You will not be 'credited' with any hours whilst on annual leave, so will have 4 weeks in which to complete the hours, or 14 weeks if you have agreed to a 12-week scheme

Ad-hoc Overtime

Where staff do not wish to sign up for a 4 or 12-week scheme they may volunteer to work ad-hoc overtime at their standard rate

I am grateful for your support during this unprecedented time of uncertainty

Governor

Annex C

COVID19 Escorts and Bedwatch Special Bonus Payment

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 Escorts and Bedwatch Special Bonus Payment has been introduced with immediate effect

Details of the scheme are below:

An exceptional Special Bonus Payment for staff covering an escort or bedwatch for a prisoner believed to be infected with COVID19 will be payable. The payment for this will be £20 per shift in recognition of the exceptional circumstances.

If you would be willing to volunteer to be called upon in these circumstances please contact xxxxxx (establishment contact)

I am grateful for your support during this unprecedented time of uncertainty

Governor

Annex D

COVID19 Prison Operational Manager Special Bonus Scheme

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 Prison Operational Manager Special Bonus Scheme has been introduced with immediate effect.

Details of the scheme are below:

During the period of the Coronavirus pandemic there is an acceptance that Operational Managers will be working additional hours on a regular basis in difficult circumstances. This bonus payment is payable to all Operational Managers on duty.

The bonus paid under this scheme is £1,500 per month.

I am grateful for your support during this unprecedented time of uncertainty

Governor

Annex E

COVID19 Special Circumstances Payment (prisons)

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 Special Circumstances Payment has been introduced with immediate effect.

Details of the scheme are below

This payment is available to all prisons across the country during the COVID19 period.

In Special Circumstances, I have authority and flexibility to offer a COVID19 Special Circumstances Payment to any staff working in a prisoner facing role or, for example, for staff who are not normally in prisoner-facing roles, but volunteer to do additional duties to support the operational line, for example moving food trolleys into wings.

The COVID19 Special Circumstances Payment is £150 per month.

If eligible staff complete a part month (due to annual leave, for example), this payment will be proportionate to the weeks worked during the payment month.

I am grateful for your support during this unprecedented time of uncertainty

Governor

Annex F

Annual Leave Buy-Back Scheme (Prison Staff and HQ)

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support prisons during this time.

A COVID19 Annual Leave Buy-Back Scheme has been introduced with immediate effect.

Details of the scheme are below:

The Annual Leave Buy-Back Scheme is open to all staff who offer to sell their annual leave, up to a maximum of 10 days per person. Annual leave will be bought back at the rate of 1.2 x the individuals' daily rate. Daily rate will be calculated using salary and permanent allowances only.

The annual leave buy back scheme is also open to staff in HQ and PGD groups who are in business-critical roles supporting the operational line.

If you would like to take advantage of the Annual Leave buy-back Scheme, please contact xxxx

I am grateful for your support during this unprecedented time of uncertainty

Head of Group/Governor

Annex G

COVID19 Extra Hours Special Bonus Scheme (For Offender facing NPS Staff, Bands 1-6)

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support probations during this time.

A COVID19 Extra Hours Special Bonus Scheme has been introduced with immediate effect.

The details of the Scheme and conditions for eligibility are below:

- Staff will be offered a 4 or 12-week scheme (the 12-week scheme can operate over a 14-week period to allow for up to 2 weeks absence) to work an average of 9 additional hours per week. In addition to the normal extra hours rates, staff will receive a single special bonus payment at the end of the 4 or 12-week period to the value of:

-

Number of weeks additional hours worked	4 weeks	12 weeks (can be worked over 14)
Bonus Payment for 9 additional hours per week	£500	£1750

- Any staff member at LDU/AP **XXXX** who would like to volunteer to regularly work 9 additional hours per week should apply to **XXXX** (person in your unit). The scheme will be limited to the maximum hour's available, which itself may change as the pandemic progresses.
- Eligible staff will receive a Special Bonus Payment at the end of the 4 or 12-week scheme **in addition** to any Extra Hours worked.
- The Special Bonus Payment is **£500 for an average 9 hours per week of extra hours for a 4-week period and £1750 for an average 9 hours per week of extra hours for a 12-week period**. The payment will be made at the end of the 4 or 12-week period once all the additional hours have been worked. The bonus will be subject to tax and national insurance and is non-pensionable.
- If you would like to volunteer please inform **XXXX** by **XXXX**.

- If you are on the COVID19 Extra Hours Special Bonus Scheme and cannot complete the number of weeks agreed due to your own need to self-isolate or care for others affected by COVID19, then you will be given the opportunity to fulfil the hours when you return to work, or will receive a proportion of the total bonus covering the number of full weeks completed.
- The number of hours made available under the scheme will be limited to the deficit in hours created by temporary staffing shortfalls directly related to COVID19.
- To qualify for the COVID19 Extra Hours Special Bonus Scheme payment, you must complete all the additional hours you have agreed to work by the scheme end date. Staff will not be 'credited' with any hours whilst on annual leave, so will have 14 weeks in which to complete the hours if they have agreed to a 12-week scheme.
- You should claim for additional hours worked in the same way that claims for extra hours are currently made - that is after completing the hours.
- If you would like to volunteer please inform **XXXX** by **XXXX**.

I am grateful for your support during this unprecedented time of uncertainty.

ACO/Head of Unit

Annex H

COVID19 NPS Manager (ACO A-D) Special Bonus Scheme

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support probation colleagues during this time.

A COVID19 NPS Manager Special Bonus Scheme has been introduced with immediate effect.

Details of the scheme are below:

During the period of the Coronavirus pandemic there is an acceptance that NPS Managers (Bands A-D) will be working additional hours on a regular basis in difficult circumstances.

The bonus paid under this scheme is £1,500 per month

I am grateful for your support during this unprecedented time of uncertainty

ACO/Head of Unit

Annex I

COVID19 Special Circumstances Payment (NPS)

As part of HMPPS response to the COVID19 Pandemic several Special bonus schemes are being introduced to support probation colleagues during this time.

A COVID19 Special Circumstances Payment has been introduced with immediate effect.

Details of the scheme are below

This payment is for any staff working in an offender facing role or for staff who are not normally in offender facing roles, but volunteer to do additional duties to support the operational line.

The COVID19 Special Circumstances Payment is £150 per month.

If eligible staff complete a part month (due to annual leave, for example), this payment will be proportionate to the weeks worked during the payment month.

I am grateful for your support during this unprecedented time of uncertainty

ACO/Head of Unit

Annex J – Summary table of Special Bonus Payments Available to Prison Service Staff

Role	Type of Claim	COVID-19 Specific?	Rates Available
Prison Officer, Supervising Officer, Prison Officer Specialist, Custodial Manager	Payment Plus (undertaking Prison Officer duties/bedwatches etc)	No	£22 per hour
Prison Officer, Supervising Officer, Prison Officer Specialist, Custodial Manager	Payment Plus Bonus Scheme - 4 weeks (undertaking Prison Officer duties/bedwatches etc)	Yes	£22 per hour + £500 single payment for a minimum of 9 committed weekly hours over a 4-week period
Prison Officer, Supervising Officer, Prison Officer Specialist, Custodial Manager	Payment Plus Bonus Scheme - 12 weeks (undertaking Prison Officer duties/bedwatches etc)	Yes	£22 per hour + £1,750 single payment for a minimum of 9 committed weekly hours for 12 weeks (over a 14-week reference period)
Prison Officer, Supervising Officer, Prison Officer Specialist, Custodial Manager	Additional Bedwatch Payment when escorting an infected prisoner	Yes	£20 per shift
OSGs & other F&S Grades 1-8 or equivalent (except Prison Officer Grades and those in receipt of RHA)	Overtime	No	If you are in Bands 6 to 8 and you work overtime any day of the week, you will be paid at Single time. If you are in Bands 1 to 5 and work overtime: <ul style="list-style-type: none"> · between Monday and Friday (including Privilege days), you will be paid at Weekday time (single time x 1.33); or · between midnight Friday and midnight Sunday, or on a Public/Bank holiday, you will be paid at Weekend time (single time x 1.75)

OSGs & other F&S Grades 1-8 or equivalent (except Prison Officer Grades and those in receipt of RHA)	Non-operational staff Bonus Scheme – 4 weeks. To cover anticipated shortfalls in staffing levels due to absence	Yes	£400 for a minimum of 9 committed weekly hours over a 4-week period
OSGs & other F&S Grades 1-8 or equivalent (except Prison Officer Grades and those in receipt of RHA)	Non-operational staff Bonus Scheme —12 weeks. to cover anticipated shortfalls in staffing levels due to absence	Yes	£1,500 for a minimum of 9 committed weekly hours for 12 weeks (over a 14-week reference period)
Operational Managers Band 7-11	Operational Manger Bonus Scheme – based on expectation that operational managers will be working additional hours in difficult circumstances	Yes	£1500 in recognition that operational managers will work additional hours in difficult circumstances
All PSP staff with Prisoner facing roles	Special circumstances (COVID-19) Payment	Yes	£150 per month for staff working in Prisoner Facing roles.
All Staff	Annual Leave 'Buy Back'	Yes	An individual can volunteer to 'sell' <u>up to 10 days</u> of annual leave back to HMPPS at the rate of 120% (salary and permanent recurring allowances only).

Annex K – Summary table of Special Bonus Payments Available to National Probation Service Staff

Role	Type of Claim	COVID-19 Specific?	Rates Available
Bands 1-6	Overtime (standard NNC conditions apply)	No	(Band 1-3) Time x 1.5 Monday-Friday (Band 4-6) Plain Time Monday - Friday Different rates may apply for evenings & weekends (unsocial hours) As NNC Please note, this is as per BAU process.
Bands 1-6 PSO, PO, SPO, Residential Workers and AP Managers	Overtime BONUS SCHEME (payment in addition to the overtime claimed)	Yes	£500 if 9 hours per week (total 36 hours) are undertaken within a 4 week period.
Bands 1-6 PSO, PO, SPO, Residential Workers and AP Managers	Overtime BONUS SCHEME (payment in addition to the overtime claimed)	Yes	£1,750 if 9 hours per week are undertaken for 12 weeks (total 108 hours) within a 14 week period (to allow for leave).
All Band A-D Managers and AP Managers	Stand By Payments (NPS)	No	£42.16 per session. Sessions are between office closing and reopening and 12 hours on the weekends/bank holidays Please note, this is as per BAU process.
All Band A-D Managers	National Probation Service Manager BONUS SCHEME	Yes	£1500 in recognition that operational managers will work additional hours in difficult circumstances. Please Note: Line Managers will ensure staff wellbeing is under regular review and that staff do not work excessive hours and take appropriate breaks.
All Operational Staff	Special circumstances (COVID-19) Payment'	Yes	£150 per month for all staff working in offender facing roles.

All Staff	Annual Leave 'Buy Back'	Yes	An individual can volunteer to 'sell' <u>up to 10 days</u> of annual leave back to HMPPS at the rate of 120% (salary and permanent recurring allowances only).
All staff on NPS T&Cs covering NPS GOLD Command Suite	On call (for outside core hours) <i>NB this is for NPS Gold Command, not for BAU NPS Stand By where other payments apply (as above)</i>	Yes	£9.00 for a period of 12 hours on a weekday/privilege day; £25.00 Weekends / Public Holidays; or £1.04 per hour on call outside working hours
All staff on NPS T&Cs covering NPS GOLD Command Suite	If Called In	Yes	£24.86 per hour
All staff on legacy T&Cs (Senior Manager A-D) with RHA paid inclusive in salary & all staff (legacy staff or F&S) in receipt of RHA separate element	On Call (for outside core hours)	No	Included as part of RHA
All staff on legacy T&Cs (Senior Manager A-D) with RHA paid inclusive in salary & all staff (legacy staff or F&S) in receipt of RHA separate element	If Called In	No	Included as part of All hours worked RHA
All staff on HMPPS T&Cs (legacy or F&S) NOT in receipt of RHA	On Call (for outside core hours)	No	£9.00 for a period of 12 hours on a weekday/privilege day; £25.00 Weekends / Public Holidays; or £1.04 per hour on call outside working hours
All staff on HMPPS T&Cs (legacy or F&S) NOT in receipt of RHA	If Called In	No	£24.86 per hour