



Terms and Conditions

Winter loyalty scheme 2022/23

1. Incentive payment will be calculated on the bank hours worked (qualifying hours shown in table) over the defined period
2. Incentive scheme applies to the following professional roles that take up the additional bank / FES shifts: Registered Nurse (RN), Registered Midwife (RM), Healthcare Support Workers (HCSW), Healthcare Assistant (HCA), Maternity Support Worker (MSW), Operating Department Practitioner (ODP) and Operating Department Assistant (ODA). Please note eligible roles will be subject to ongoing review and change throughout the scheme, if changes are made this will be communicated through official trust wide communications.
3. Shadow / supernumerary shifts will not count towards the hours required for the incentive payment.
4. Any staff with any recorded DNAs in relation to any shift attendance, at any time within the qualifying period will lose their incentive payment.
5. The incentive is paid on bank hours worked not overtime or additional hours.
6. Substantive staff must be employed by Dorset County Hospital directly to qualify.
7. Managers and staff should ensure working time directive rules are adhered to when planning shifts.
8. Payment dates are subject to whether employee is registered for weekly or monthly pay. Where criteria has been met staff on monthly payroll will receive payments on 31 January 2023 and 28 February 2023. Staff enrolled on weekly pay will receive payments on 20 January 2023 and 24 February 2023. This will be subject to normal deductions but will not be pensionable.
9. Terms of qualifying will be set by employment status at the end of the scheme. For example, if you are bank only at the end of the scheme your qualifying hours will be based on the bank only requirements.
10. Shifts cancelled at the request of the ward or team or by the individual due to sickness / injury will not result in cancellation of the bonus, however the cancelled shift will not accrue hours towards the incentive.
11. Substantive staff cannot cancel rostered shifts to pick up bank shifts.
12. Where required qualifying hours are achieved, and the Terms and Conditions are met, eligible staff will receive an incentive payment on top of normal hourly rate.
13. If staff wishes to opt out of the incentive scheme for any reason, written request must be sent to e-Rostering@dchft.nhs.uk by 1 January 2023. Once staff has opted out, they will not be able to opt back in for the incentive scheme at a later date in order to receive the pay in a later pay period.
14. The sum of the hours worked for the incentive period must reach the required total to qualify. Bank hours worked cannot be rolled-over into the following 4-week period.
15. Staff should ensure that they have been assigned the correct bank shifts through their employee online account on an ongoing basis.
16. Staff who wish to appeal against non-payment of the incentive can submit an appeal to e-RosteringTeam@dchft.nhs.uk outlining how they feel they have met the terms and conditions of the incentive. Appeals MUST be received by 31 March 2023.

