

Project Based Payments for Avian Influenza (AI) – Guidance Notes

Guidance: LIT 64401

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Audience: Defra

1. Introduction

Project Based payments are designed to recognise those staff willing to work in response to the Avian Flu outbreak. They are also designed to ensure that staff already undertaking this work are appropriately remunerated as well as add to APHA's resilience and planning.

The payments will be non-consolidated and non-pensionable.

These guidance notes apply to grades AA-G6 in Defra, APHA, RPA and VMD. The payments are available to all permanent, FTA and STA staff.

These arrangements apply for work carried out in the 12-week period from Monday 12 December to Sunday 05 March only.

2. Eligibility

As a minimum, staff must be prepared to commit to work at least 4 full weeks and/or at least 8 weekend days in the 12-week period in response to the Avian Influenza outbreak. Work in the week must be undertaken by staff away from their normal workplace. Work at weekends can be undertaken at any location.

Project Based payments do not impact on eligibility to claim other payments and allowances such as Emergency Response payments and overtime.

Staff who work their contracted hours at their normal workplace will not be eligible for Project Based payments.

3. Rates of Payment

For full weeks

- £250 for working 4 full weeks.
- £400 for working 6 full weeks.
- £600 for working 8 full weeks.

Staff are encouraged not to work more than 8 weeks in the 12-week period given the potential impact on wellbeing.

For weekends

- £300 for working 8 weekend days in the 12-week period.
- £500 for working 12 weekend days in the 12-week period.
- £750 for working 16 weekend days in the 12-week period.

Staff are again encouraged not to work more than 16 weekend days in the 12-week period given the potential impact on wellbeing.

4. How payments will be made

Payments will be made to staff via payroll once the 12-week period has ended, in the March or April 2023 pay run. They will be pro-rated for part time staff based on their FTE.

Staff do not need to make claims on SOP.

Defra HR Pay & Reward

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