

Section 2 application process for staff employed in ambulance trusts (England)

The NHS Staff Council has agreed these requirements for the application process in ambulance trusts.

Employers will need to confirm the terms of the national collective agreement to all their staff:

- As part of the national collective framework agreement on the 2018 pay deal, staff employed in ambulance trusts can voluntarily opt for section 2 unsocial hours payments.
- In line with the national agreement, this voluntary application process only applies to staff employed before 1 September 2018.
- Should a member of staff opt to be paid their unsocial hours payments under the provisions of section 2 they will not be able to switch back to having their unsocial hours paid under the provisions of annex 5.

Employers will inform applicants of the following:

- The acceptance/agreement to their application.
- The schedule for the changes to their pay to be implemented, including the date on which annex 5 unsocial hours payments will cease and the date on which eligibility for section 2 payments starts.
- Date of first payment of unsocial hours pay under section 2 rules.
- Where they should go / who they should talk to for more information.
- The national agreement preventing them moving back to annex 5 payments at any point after their application has been accepted by their employer.

Employers will be responsible for the following:

- Directing employees to the suite of documents provided by the Staff Council sub-group and ratified by the council.
- Making sure applicants understand that they will be moving from a prospective system of payments to one which pays in arrears.

- Informing applicants that there will be a gap between the termination of annex 5 payments and the start of section 2 payments.
- Informing the employee of any arrangements the employer may have made to support the employee during this period.
- Informing applicants of information on working hours, which the applicant will need to provide to enable payroll to process their unsocial hours payments under section 2.
- Informing applicants of any automatic facilities for recording working hours and other information needed by payroll to process section 2 payments.
- Informing staff how pay will be calculated during annual leave.

Employers will not be responsible for the following:

- Advising employees of their individual decision to transfer to section 2.
- Giving employees information about the impact changing to section 2 will have on their pay.
- Encouraging employees to apply.

Employees will be responsible for the following:

- Reading the documentation provided by the NHS Staff Council, including annex 5 and section 2 in the [NHS Terms and Conditions of Service Handbook](#) and the suite of documents provided by the Staff Council sub-group, and ratified by the Council.

Application process

All written application forms will need to be signed and dated by the applicant and must include the employee name, job title, employee number and location.

By signing a section 2 application form, the employee will confirm that:

- they have read and understood the relevant documentation referred to above
- they understand the change this will make to their remuneration
- they understand that once their application is accepted by their employer they cannot go back to annex 5 payments.