

SITE EMPLOYEES - Semco & Ponticelli employees only

Revised Issued – Jan 2024

DESCRIPTION	DEFINITION	CALCULATION	TIMESHEET CODE	UNIT	UNIT TYPE	CURRENT VALUE (Per Unit or Block)	Pensionable/Non-Pensionable
Additional day worked onshore in the office/training - local	<p>Payable to site employees who are required to work an additional day in the office or attend training outwith their normal scheduled rota (during field break). Employee travels to training on a daily basis as is local to the course provider (indication under 30 miles radius). Claimable for number of hours attending course, and if they live within 30 miles radius of the office/training location. Hours worked are calculated from the training course or meeting start time until the training course or meeting ends.</p> <p>No payment will be made for time spent travelling to and from attending work, training, meetings or medicals.</p>	Salary/156/12 x no hours training (max of 8 hrs per day)	N/A - input by training	1	Hours		Non-Pensionable
Additional day worked onshore in the office/training - non-local	<p>Payable to site employees who are required to attend training outwith their normal scheduled rota (during field break). Employee required to travel to course the night before and then stay overnight as not local to course provider (indication over 30 miles radius). Claimable for each day (over 4 hours) attending course if stayed overnight.</p> <p>No payment will be made for time spent travelling to and from attending work, training, meetings or medicals. Not payable if an employee rejects attending a local course and instead attends a non-local course (paid the Additional Day - local instead)</p>	Salary/156	N/A - input by training	1	Day		Non-Pensionable
Unpaid Leave	Deductible for each day not worked during rotation	Salary/184		1	Day		
CBT Training Allowance	For Computer-Based Training (CBT), payment will be based on the average time taken for completion of allocated CBT and therefore will be advised to employees. (Where reasonable and practical, completion of CBT should be carried out and completed during working time)	Salary/156/12 x no hours training	N/A - input by training	1	Hours		Non-Pensionable
Additional Day Rate	<p>Payable to site employees who are required to work an additional day offshore above their normal scheduled rota (during field break). It is payable for each additional night spent offshore. Enter 1 for every additional night worked.</p> <p>If the employee was scheduled to work the normal 3 week rotation, payable from 21st night onwards.</p> <p>If employee has been sick for a number of days in their rota and then goes offshore/site and remains offshore/site beyond date due to demobilise, they will be paid straight time and paid the Additional Day Rate only once they have actually worked more than 21 days offshore/site.</p>	Salary/156 x 1.5	087U	1	Night		Non-Pensionable
Night Shift Uplift	Payable to site employees who are required to work nightshift. It is payable for each full night shift (12 hours) worked.		005U	1	Night	£31.00	Non-Pensionable

Overtime	<p>Site employees may be asked to work additional hours in situations when as a result of not undertaking the work there is a risk to HSE or production critical (including ERT, heli-deck, called out in night). Not payable for emergency drills/exercises.</p> <p>Payable in blocks of 1 hour after an hour has been worked. Only payable for GMOC Site Reps, Construction Supervisors, Discipline Supervisors, Services Supervisors if supervising team out on the site or on the tools themselves responding to a safety critical task</p>	Salary/156/12x1.5 x no hours overtime (after 1 hour)	01/OVERTIME	1	Hours		Non-Pensionable
Delay Allowance	<p>Payable per full hour delayed, when a helicopter is delayed for more than 1 hour past the scheduled arrival time in Aberdeen.</p> <p>For example, if the helicopter is due to arrive in Aberdeen at 11am, payment is made after 12pm for all full hours.</p> <p>If employee arrives at 11.45am, no payment is made</p> <p>If employee arrives at 12.05pm, 1 hour is payable</p> <p>If employee arrives at 12.45pm, 1 hour is payable</p> <p>If employee arrives at 1.05pm, 2 hours is payable</p> <p>Not payable if as result of delay, the 'Additional day worked offshore/site' is paid (so additional night spent offshore). The scheduled time is as per the helicopter the employee was scheduled to be on for that rotation (so not payable if employee normal crew change time varies from one trip to the next)</p> <p>SGP continue with 2 hours flexibility on mobilisation therefore 2 hours between time commencing on mobilisation day and time finishing on demobilisation day are not paid and are not included as a 'delay'</p>	Salary/156/12x1.5 x no hours delayed (after 1 hr)	056U	1	Hours		Non-Pensionable
Delay Allowance (Nightshift arrival >3pm)	Payable after an additional nightshift is undertaken and arrival the following day into Aberdeen is delayed until after 3pm.		052U	1	Night	£220.00	
Delay Allowance (Nightshift arrival <3pm)	Payable after an additional nightshift is undertaken and arrival into Aberdeen the following day is delayed before or at 3pm.			1	Night	£110.00	
Rate Uplift-Stand in	Payable when standing in to a position of a higher job grade. This is payable for every full day worked in the position (so claimable on mobilisation day but not demobilisation day). Is not payable for taking additional responsibilities within current position.		096U	1	Day	£60.00	Non-Pensionable
Loss of Field Break	When the Company requests an employee to change from their scheduled rotation resulting in loss of accrued field break, but not resulting in additional offshore days being worked in excess of the normal work cycle, payment of loss of accrued field break will be made at £220/overnight		052U	1	Night	£220.00	Non-Pensionable
Travel coming off nightshift	Employees who are required to travel after coming off nights (and don't use the accommodation option) can claim up to 50% of the cost of a return rail or flight ticket up to the value of £80. Alternatively the cost of a taxi (if train travel is not available) up to the value of £80. Claimable through travel expenses.		Expenses			Max £80	Non-Pensionable
Soft Lie Allowance	Payable for each night spent with three occupancy in an offshore cabin			1	Night	£30.00	Non-Pensionable

Shuttle Allowance	Payable for each day-shift worked on the Franklin and West Franklin Platform		053U	1	Day	£35.00	Non-Pensionable
Overnight Shuttle Allowance	Payable for each night spent over on the Franklin and West Franklin Platform, cannot also claim the Temporary Accommodation Allowance Scale 1/2		058U	1	Night	£85.50	Non-Pensionable
Temporary Accommodation Allowance Scale 1	Payable when an employee is unable to return to their normal accommodation and are required to be accommodated in a temporary cabin on another site (when shuttling) – not applicable to campaign team		008U	1	Night	£19.00	Non-Pensionable
Temporary Accommodation Allowance Scale 2	Payable when an employee is unable to return to their normal accommodation and are required to spend the night in temporary sleeping quarters utilising for example sleeping bags in camp beds (when shuttling)		009U	1	Night	£38.00	Non-Pensionable
Xmas & New Year Allowance	Payable to all employees who are required to work between 25 Dec & 2 Jan (max 9 days). This is also payable when an employee has checked in and is available to start their journey to a site		007U	1	Day	£85.00	Non-Pensionable
Emergency Response	Payable for working an approved duty rota (SGP only)		097U	1	Day	£25.00	Non-Pensionable
Evening Meal (before Mobilisation or when on training)	Dinner & Bed will be booked by the Company. In the event the Company are unable to book Dinner, this will be payable to all employees who stay in hotel prior to mobilisation or for evening meal when on training/in the office and required to stay overnight in hotel. Maximum of £25 on receipted expenses in this instance only.		Expenses			Max £25.00	Non-Pensionable
Lunch (when on training)	Payable to all employees for lunch when on training/in the office when lunch is not already provided as part of course. Maximum of £12 on receipted expenses.		Expenses			Max £12.00	Non-Pensionable
Travel (when on training)	Payable to site employees when required to attend a training course or the office. Can claim mileage up to the maximum of a return standard train fare (second class off peak) from nearest train station. In instances where an employee resides within Aberdeenshire, outwith a railway line to Aberdeen, mileage can be reimbursed as 45p/mile for cars/vans and 24p/mile for motorcycles.		Expenses			Max return standard train fare (second class off-peak)	Non-Pensionable
Professional Subscription Fee	One professional subscription per year can be claimed if the subscription is relevant to the job the employee is undertaking either now or potentially in the future. This can be claimed on receipted expenses		Expenses				Non-Pensionable

