

Effective from May 2017

## Overtime

### 1. Who does this procedure apply to?

This procedure applies to all council employees, with the exception of employees within schools.

### 2. What is the policy on voluntary overtime?

The aim is to avoid the need for, or limit the amount of, overtime required.

**Time off in lieu (TOIL) will be given as a first priority for all additional hours worked**, rather than overtime. Every attempt should be made for employees to take the time off in lieu within a seven day period, and only where this is not possible should an overtime payment be considered.

Overtime rates will only be paid when **employees in receipt of basic pay at or below spinal column point 27** (Grade H and below) have worked additional hours beyond the full time working week (part-time employees will be paid overtime rates once they have worked more than 37 hours per week); and where the additional overtime hours have been authorised in advance by the Head of Service.

#### **Head of Service approval for overtime hours to be worked**

The need to work overtime should only occur in exceptional circumstances. If a manager identifies a need for overtime they must contact their Head of Service for approval before asking members of staff to undertake it. An alternative approval process, authorised by the Operational Director, may apply in specific circumstances for example where a 24 hour operation has an out-of-hours short-notice requirement.

In seeking approval for overtime, the manager will need to explain why TOIL is not an option. It is recommended that managers receive written (e-mail) confirmation from the Head of Service where overtime is approved.

#### **Considerations by the Service Head**

The Service Head is expected to consider any reasonable alternative to the need to work overtime hours, particularly where the requirement is for more than a few months. Examples of reasonable alternatives may be to consider:

- increasing staffing on a temporary basis, whether by employment or casual work
- asking part time staff if they wish to increase their hours on a temporary basis
- whether to re-focus tasks within the team, and ask staff to act up on a partial basis, and possibly back-fill more limited tasks
- moving appropriate staff from other areas of the service into the specific area, or targeted internal advertising for temporary development opportunities for employees who might not be able to gain such experience without moving jobs.

### 3. What are the payments?

Employees who receive agreed overtime payments will be paid time and a half for overtime worked on Monday to Saturday inclusive, and double time for work on a Sunday or Bank Holiday. The period over which overtime payments are calculated is monthly.

Employees are not entitled to claim for overtime of less than half an hour in any one day. This is consistent with the requirement for overtime to be managed and approved in advance.

Overtime is paid in arrears.

Overtime is not classed as a regular income. Therefore it does not count towards sick pay, and is not detailed in mortgage reference requests. Overtime is pensionable.

#### **4. How are claims for overtime payments made?**

Overtime claims will need to be submitted through timesheets. The manager needs to complete the claim form, and send it to Payroll.

Requests which are outside the policy (see Section 5) must be requested through the Head of HR Advisory, and the Pay Team will instruct Payroll to implement the payments for specified employees.

#### **5. Are certain employees excluded from receiving overtime payments?**

An employee who is paid on spinal column point 28 and above (Grade I and above) is not entitled to receive overtime payments for additional hours worked and any time off in lieu is entirely discretionary and subject to the needs of the service.

However, there may be some exceptional circumstances where the service pressures are such that the Service Head has limited options, other than supporting overtime for employees on scp 28 and above. In such exceptional circumstances a brief business case must be confirmed in writing by the Service Head, outlining names of employees, anticipated duration, expected hours and funding arrangements. This is to be sent to the Head of HR Advisory, who will confirm the relevant details and the end date to Payroll.

#### **6. Policy Data Protection and Monitoring**

Any data collected as part of employing and managing employee's is held securely. It is accessed by, and disclosed to, individuals only for the purposes of completing that specific procedure; process or activity.

Records are retained and destroyed in accordance with the organisations Retention Schedule.

Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's Data Protection Policy immediately. It may also constitute a disciplinary offence, which may be dealt with under this Disciplinary Procedure.