

Overtime Policy

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1. Introduction

1.1. The HFEA recognises the need for its employees to be recompensed for work done over and above normal full time contracted working hours.

2. Aim

2.1. The aim of this policy is to clarify the circumstances in which the reimbursement of extra time worked is applicable.

3. Scope

3.1. This policy applies to all employees, both permanent and fixed term.

4. Responsibility

4.1. The HR department is responsible for ensuring that all staff have access to this policy.

4.2. Managers are responsible for ensuring that any overtime claimed, has been worked with the prior consent of the line manager, and is signed off by them before being sent for payment. Managers are also responsible for ensuring that the total hours worked do not exceed those as laid down by the Working Time Regulations (1998). In brief:

- a. The average working week, measured over 17 weeks, must not exceed 48 hours
- b. There must be two days rest each fortnight.
- c. There must be a minimum of 11 hours unbroken rest per day
- d. Anyone working 6 hours or more per day must have a break (20 minutes minimum).

5. Principles

5.1. There will be occasions when the needs of the Authority will require staff to work over and above their contracted hours.

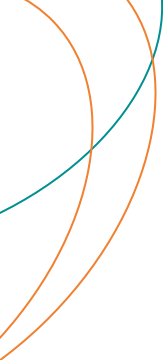
- 5.2. Overtime worked will be recognised and reimbursed either in time off in lieu, or in the payment of overtime.
- 5.3. Overtime must be agreed with a line manager, prior to being worked.
- 5.4. Staff must have overtime claims signed by a line manager before submitting for payment.
- 5.5. Part time staff may only be paid overtime rates once the normal full time working hours have been exceeded. Any hours worked over a part time employee's contracted hours, but less than the full time equivalent hours will be paid at the normal hourly rate, except in exceptional and agreed circumstances with line manager approval.
- 5.6. Staff are not entitled to overtime pay for travel time, for overnight stays, or for conference attendance, as this is considered to be part of the role and is understood to be included in the salary paid for the role. Where staff are required to travel the day before a meeting, conference, event, etc. they should leave work allowing to reach their destination in time for an evening meal. Where, in exceptional circumstances the member of staff cannot do this, they will be recompensed in the form of time off in lieu ('compensatory rest'), not in overtime payments.
- 5.7. In the interests of responsible working practice, staff are expected to complete work during normal working hours, and not to use overtime unnecessarily.

6. Procedure

- 6.1. Should a member of staff need to work overtime this must be cleared with a line manager before hand.
- 6.2. Staff should submit an overtime claim form, signed by their line manager to HR for payment of any overtime earned.
- 6.3. Overtime rates are as follows:

Staff in Pay bands 1 and 2

Weekdays:	Flat Rate
Saturdays:	Double Time
Sundays and Public Holidays:	Double Time

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- 6.4. Members of staff who are in pay bands 3 – 5 are not entitled to overtime, however they may be given time off in lieu. This should be arranged in accordance with the flexible working policy. In exceptional circumstances, additional payments may be agreed only with the express agreement of a Director.
- 6.5. Press officers are required as part of their role to perform on call duties. This is included in their salary rate as part of their contract of employment. Hours worked on call are not regarded as overtime for the purpose of reimbursement

Doc Name and Reference number:	HR014 Overtime Policy
TRIM number:	2011/018331
Latest Version No:	1
Release date:	29 th June 2011
Author:	Rachel Boorman
Approved by:	Rachel Hopkins
Next review due:	1 st June 2012
Total pages:*	5

Version/revision control

Version	Changes	Updated by	Approved by	Release date