

WORKING OVERTIME OR ADDITIONAL HOURS FOR NON-SHIFT WORKERS

Definition

Overtime is normally approved in advance by the Head of Department and is agreed in order to complete work for a deadline or to meet additional demands. Members of staff may be requested to work overtime from time to time to cover the absence of other members of staff, to meet College needs or to meet unforeseen circumstances. This may involve working at weekends and/or public holidays.

Short periods of additional time worked to finish off a piece of work are not classified as overtime, ie initial periods of less than half an hour. Members of staff working several additional short periods of time in any one day (ie parts of hours) or on a number of days cannot have that time aggregated to count as overtime.

Additional hours or overtime will not qualify for payments until the member of staff has worked their number of basic contractual weekly hours. Members of staff would not qualify for overtime payments until they have worked for half an hour or more in excess of the standard full time contractual hours in any one day and that additional time had been approved as overtime. Payment is per quarter hour thereafter. Part time staff would receive payment at plain time rate for hours worked up to the standard working day, and payment at overtime rate thereafter.

Overtime for emergencies

Some members of staff may need to continue working after their contractual hours in order to complete work resulting from an emergency situation. This would not necessarily receive prior approval, but would be approved retrospectively the following day. Some Departments have call-out arrangements, to deal with emergencies, which are not included in these procedures.

Overtime grades

With the exception of Heads of Departments and some supervisory and singleton grades, all staff may be eligible for overtime, subject to approval. Eligibility will be as specified in the contract of employment or as otherwise agreed between the jobholder and the appropriate Responsible College Officer.

Overtime premiums

Rates of pay for overtime for non shift-workers are:

- (i) Time and one half for normal overtime hours (weekdays and Saturdays);
- (ii) Double time for Sunday working.

Time off in lieu is not permissible when overtime is paid.

Time off in lieu (TOIL)

Where approved additional hours or overtime are worked these may be taken as time off in lieu instead of payment, subject to the demands of the work. The TOIL should be taken as soon as possible and in any case within one month of the time being worked. The Head of Department will decide whether and when TOIL can be taken. TOIL will be granted to reflect the appropriate premium overtime rate applicable to those hours worked.

Managerial and supervisory staff

Managerial and some supervisory and singleton staff are normally expected to work whatever hours are necessary to complete their work. Exceptionally management overtime may be approved, for example for special projects. In such cases there will normally be a one-off payment if recommended by the relevant RCO and approved by Council.

Working Time Regulations

Any arrangements to work additional hours should comply with the Working Time Regulations, and Heads of Departments should make every effort to ensure that members of staff do not exceed an average 48 hours per week over a seventeen week period.

Flexible working

The College does not operate a flexible working system and additional hours cannot be accumulated to be taken as leave. Working hours for members of staff are as specified in the contract of employment. However, by prior agreement with the Head of Department, and Responsible College Officer, it may be possible to arrange for set alternative start and finish times, subject to the demands of the work.