

## **Overtime Policy**

**1 September 2010 (updated 1 October 2015)**

### **1.**

#### **Introduction**

The policy clarifies for managers and employees the procedures for authorising overtime, payment and time off in lieu entitlements and procedures for claims for overtime payments.

An important aspect of the policy is that all overtime will be monitored and that the Director of Finance will prepare reports for the Executive Leadership Team detailing the extent of the costs involved in overtime working.

### **2.**

#### **Policy On Overtime Working**

#### **2.1**

##### **Scope**

The Policy on Overtime Working will apply to all employees whose conditions of service are governed by the JNC for Chief Officials of Local Authorities (Scotland), and the Scottish Joint Council (SJC) for Local Government Employees.

##### **2.1.1**

Conditions relating to working in excess of normal full-time weekly working hours, 37 hours, as contained in the following Schemes of Salaries and Conditions of Service, will apply, unless stated otherwise in this document:

- (i) JNC for Chief Officials of Local Authorities (Scotland)
- (ii) SJC for Local Government Employees

## 2.2

### General Policy

#### 2.2.1

While recognising some overtime is unavoidable Service Directors will discourage the practice of asking employees to work consistently in excess of their normal contractual hours of duty and in particular employees will not be required to work excessive overtime over prolonged periods.

#### 2.2.2

Overtime shall be considered to be extra time worked, **with prior approval**, in excess of the standard full time weekly working hours of 37 hours (extra hours worked by employees under the Council's Flexible Working Hours policy are addressed by that policy and do not constitute overtime - specific reference should be made to the Flexible Working Hours policy).

#### 2.2.3

Where overtime is unavoidable for operational purposes this should only be approved by a Service Director or other delegated Manager/Supervisor with this authority, after all other alternative working practices have been considered. ALL OVERTIME MUST BE APPROVED **PRIOR** TO IT BEING WORKED.

#### 2.2.4

Any member of staff paid above grade HC11 will **not** be entitled to receive overtime payments or time off in lieu.

### 2.3

#### Payment And Time Off In Lieu

#### 2.3.1

The payment of overtime, or granting of time off in lieu, will be agreed by the designated Manager/Supervisors with delegated responsibility for the service following discussion with the employee concerned **prior** to extra hours being worked.

#### 2.3.2

The specific provisions in relation to the respective employee categories are as follows (applying both to payment and time off in lieu).

##### (i) SJC Employees

An employee's normal weekly rate of pay shall be divided by the number of weekly hours worked by full-time staff to determine the hourly calculator. This should be multiplied by the number of overtime hours worked at the rate of time and a half (x 1.5) for hours worked.

For those employees paid on grades **HC8 to HC11 (inclusive)** the hourly overtime rate will be at **plain** time.

##### (ii) Chief Officials

Chief Officials will not be entitled to receive overtime payments or time off in lieu.

## **2.4**

### **Claims/Authorised Signatories**

#### **2.4.1**

Claims for overtime payments shall be in a form prescribed or approved by the Director of Finance, and shall comply with all conditions detailed in the Council's Financial and Contract Regulations.

#### **2.4.2**

All claim forms must be signed by the employee and by an authorised signatory who can verify that the hours claimed have been worked and that the work is being undertaken by an officer at the appropriate grade.

#### **2.4.3**

It is the responsibility of authorised signatories to check that overtime claims are correct before they are authorised. Reasons for the overtime worked should also be retained.

## **2.5**

### **Reporting**

The Director of Finance will submit regular reports to the Executive Leadership Team detailing the extent of the costs involved in the working of overtime by each of the Council's Services.

#### **Notes:**

- Extra time of less than half an hour in any day shall not count as overtime. Only complete half hours are paid.
- For overtime on any day, payment shall be at the rate of time and a half (see exceptions in Section 2 above for employees paid on grades HC8 to HC11) (inclusive)).
- Work on a **fixed** public holiday **outwith** normal working hours shall rank as overtime and will be paid at the rate of double time in complete recompense.
- Compensatory leave on an equivalent basis to payment may be agreed as an alternative to payment.
- Overtime or compensatory leave will not be granted until the total hours worked by an employee exceed 37 in any week.