

Melton Borough Council

Working Arrangements including procedure for Overtime payments

Introduction

This policy and procedure sets out the conditions of service regarding working arrangements and enhanced rates of pay. It is based on National Conditions of Service and will apply unless a local agreement negotiated with the recognised trade unions is in place.

Employees in receipt of basic pay at or below Band 8 who are required to work (a) beyond the full time equivalent hours for the week in question or (b) on a Saturday or Sunday or (c) at night or (d) on public holidays or (e) sleeping, in duty or (f) other non-standard working arrangements are entitled to compensation as set out below.

For employees on Band 9 to Band 12 enhancements may be paid with approval of the Head of Service. Overtime is not payable to employees on Band 13 or above. (In very exceptional circumstances over time may be payable to employees on Band 13 or above with the approval of the Chief Executive or Strategic Director (s).)

Additional Hours

Employees who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday	Time and a half
Sunday and Public and Extra Statutory holidays (hours)	Double time (min 2 hours)

Part time staff are entitled to these enhancements only at times when and in circumstances in which full time employees in the establishment would qualify.

Otherwise a full working week for full time employees shall be worked by a part time employee before these enhancements apply.

Saturday and Sunday working

Employees who are required to work Saturday and Sunday and/or Sunday as part of their normal working week are entitled to an enhancement.

Saturday	Time and a half
Sunday	Time and a half – basic pay above scp 11
	Double time – basic pay at or below scp 11

Night Work

Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8:00pm and 6:00am.

Public and Extra Statutory Holidays

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for the day, be paid plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day

Half day

Time worked more than half the normal working hours on that day

Full day

Sleeping in duty

Employees required to sleep in on the premises shall receive an allowance as set out in national conditions of service. This allowance covers the requirement to sleep in and up to 30 minutes call out per night, after which the additional hours provisions apply.

Procedure for over time working / additional hours

1. Any period of pre-authorized overtime worked by an employee on Band 8 or below can be treated in one of the following ways:
 - Payment of the appropriate enhancement as detailed above under additional hours.
 - Time off in lieu if requested by the employee at the overtime rate, i.e time and a half or double time.
2. The flexible working hours scheme should be used to deal with peaks and troughs in workload. It is not envisaged that overtime working is the norm.
3. Overtime should only be worked in exceptional circumstances.
4. Overtime may be claimed after 6:00 pm if more than 37 hours have been worked in the week in question or if not part of the normal working week where other conditions apply on a Saturday, Sunday or Public, Extra Statutory holiday as specified above.
5. Overtime must be pre-authorized by the Head of Service.

6. Overtime working must comply with the provisions of the Working Time Directive. Further advice is available from the HR Section.
7. In exceptional circumstances and to assist with the exigencies of the service overtime may be payable if approved by the Head of Service:
 - a. Where an employee is requested to work overtime but 37 hours have not been worked in that week, so long as 7:24 has been worked on the day in question.
 - b. Where an employee is requested to work overtime after 5:00 p.m to meet a specific service need so long as 7:24 hours has been worked prior to 5:00 p.m. on that day.

AT Sept 2011