

## OVERTIME AND ENHANCED PAYMENTS

### 1. NATIONAL PROVISIONS

Provision on overtime and enhanced payments for non teaching staff may be found in the Green Book, (the National Joint Council for local government services national agreement on pay and conditions of service) Section 3, The Green Book can be found on the Council's Intranet Site in the HR Strategy Section. An extract of the relevant part of the Green Book is reproduced below.

All employees required to work:

- Beyond the full-time equivalent hours for the period in question
- On Saturday or Sunday
- At night
- Sleeping-in duty
- Public Holidays
- Shift work
- In the evening
- On free or rest days
- Following recall to work
- On standby
- On split shifts or split duties
- On an irregular hours basis
- Managing evening lettings

will have the arrangements for remuneration for these working patterns, clearly set out in their contracts of employment. **This may be by way of an inclusive rate of pay; locally agreed premium payments, or, by such other method as shall be agreed by the local parties.**

The pattern of any revised working arrangements and remuneration adopted by an authority should be clearly related to the continuous improvement of council services. In determining any new working arrangements required to deliver improvements authorities will:

- i. Seek to meet employees' work-life balance needs and agree new arrangements that reflect the Joint Guidance

- ii. Conduct an Equality Impact Assessment
- iii. Ensure that part-time workers receive equal treatment
- iv. Ensure that arrangements are consistent with Equal Pay legislation.

Employees, in receipt of basic pay **at or below point 28**, who are required to work

- (a) beyond the full-time equivalent hours for the week in question or
- (b) on 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 in sub-paragraphs (a) to (f) below.

**As an alternative, an inclusive rate of pay to recognise these requirements may be negotiated locally in accordance with the arrangements for modifying Part 3 provisions.**

#### **(a) 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
- Sundays and Public and Extra Statutory holidays Double time (min 2 hours)

(Part-time employees are entitled to these enhancements only at times 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).

#### **(b) Saturday and Sunday Working**

Employees who are required to work on Saturday 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 point 11 Double time - basic pay at or below point 11.

#### **(c) 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 8.00 pm and 6.00 am.

**(d) Public Holidays**

Employees required to work on a public holiday shall, in addition to the normal pay for that day, be paid at 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

**(e) Sleeping-in duty**

Employees required to sleep in on the premises shall receive an allowance to cover the requirement to sleep in and up to 30 minutes call out per night, after which the additional hours provisions will apply.

**(f) Other non-standard working patterns**

Where employees are engaged in non-standard patterns of work other than those covered by (a) to (e) above, **local arrangements for compensation will be negotiated.**

This will include, for example:

- (i) shift working
- (ii) free and rest day working
- (iii) evening working
- (iv) recall to work (including travel time)
- (v) standby duty
- (vi) unavoidable split shift or split duty working
- (vii) irregular hours working
- (viii) lettings.

For employees above point 28 the employing authority shall have discretion to pay the allowances set out above (except additional hours) or to apply an inclusive rate of pay to take all the features of the job into account. For planned additional hours working the authority may also make an additional payment.

**2. LOCAL ARRANGEMENTS**

- 2.1** Employees above the overtime limit, (SCP28), may where **prior** authority has been given be paid honoraria for "planned" overtime in respect of duties which are not a regular feature of an employee's work. (See Honoraria Policy). This may also include attendance at committee meetings outside normal office hours. such payments will be made up to the finishing time of the committee meeting, or the earlier departure from the meeting of a particular

officer, including any call-over which was fixed after office hours. Planned overtime should be claimed and authorised by the Chief Officer.

- 2.2** The salary range for Chief Officers and holders of HAY graded posts takes account of a certain element of overtime and unsocial hours working. Thus, these officers are required to attend evening meetings of the Council, its Committees and Sub-Committees outside normal office hours without extra remuneration.