

Appendix E

Overtime Policy

September 2021

Agreed Draft



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Document History	
Version	1.0 (see below)
Status	Draft for discussion
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Target audience	All employees of Reading Borough Council with the exception of Schools-based staff for whom alternative procedures apply
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Author	HR Employment Services Team

Version control	Reviewers
Version 1.0	Initial draft – May 2021 - Same as original policy in new format with added Objectives and Scope
Version 1.1	Agreed draft with unions – September 2021

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1. Objectives and scope

- 1.1. Overtime is time worked beyond the individual's contracted hours (as agreed and authorised by their manager in advance of the additional hours being worked). The rate paid for overtime will depend on the number of hours worked during the employee's working week (averaged out as appropriate) and when it is carried out. In Reading Borough Council, full time work (FTE) is 37 hours per week – see 2.1.
- 1.2. This policy applies to all employees of Reading Borough Council except for Schools-based staff for whom alternative procedures apply.

2. Overtime rates

- 2.1. Overtime hours must be agreed by managers in advance of the hours being worked and will be paid at the rate for the work to be carried out. The following multipliers will be applied:

Rate of Pay	Hours/Time
Plain time	All hours below 37 (those which are part of shift working will be paid with the appropriate shift allowance)
Time and a half	All hours beyond 37 hours per week Monday to Saturday
Double time	Sundays
Bank Holiday/ Public Holiday Working	Employees who do not qualify for a shift percentage (see below) but are required to work on a bank/public holiday as part of their normal working week or pattern, will be entitled to payment for the hours worked at plain time (in addition to their normal day's pay) plus a day off in lieu.
	The same payment will be made to staff who volunteer to work on a bank/public holiday.
	If an employee in receipt of a shift percentage is required to work on a bank/public holidays as part of their normal working week or pattern, they will <u>not</u> be entitled to receive any additional payment for working these days. They will receive a paid day off in lieu to compensate for their entitlement to a bank or public holiday.

3. Staff graded RG5 or above

- 3.1. Staff paid RG5 or above are not eligible to claim overtime except for planned overtime, but additional hours worked over and above an employee's contracted hours should, wherever possible, be taken as time off in lieu (TOIL). Planned overtime would be where there was a specific requirement for employees to work overtime which is planned and agreed with the manager in advance. For example, when working on a timebound project which would not be achieved in time were it not for the use of planned overtime.
- 3.2. Staff paid at RG5 and above may also be eligible for a one-off honorarium payment if they volunteer or are directed to assist in dealing with an emergency response in accordance with the relevant contingency plan or Policy in the Event of Disruption to Staffing. (See also Additional Payments Policy). Other NJC for Local Government Services ('Green Book') staff (or those on non NJC grades) will be paid in accordance with their existing terms and conditions in the event of planned overtime.

4. Staff working irregular patterns

- 4.1. Where staff work irregular (or flexible) patterns of work, then the total number of hours worked should be averaged over a defined 'balancing period' (e.g. the 4 week 'flexi period' or an appropriate period for the service needs). The total number of (FTE) available hours in that balancing period shall be 37 x the number of weeks.
- 4.2. For a full time member of staff, where the total number of hours worked exceeds the total number of FTE available hours in the balancing period (over and above any flexible working agreed carry-over between periods), then the balance will be paid as overtime as defined above (Monday–Saturday or Sunday rates as appropriate). This should be agreed with the line manager, so it is clear for the employee what overtime payment is due before the overtime is undertaken.
- 4.3. Part time staff who work more than their contracted hours, but in total less than the number of FTE available hours in the balancing period, shall receive payment for the additional hours worked at plain time rate. Any hours worked above the total FTE available hours in the balancing period shall be paid as overtime as defined above (Monday–Saturday or Sunday rates as appropriate).

5. Claiming Overtime

- 5.1 Overtime is now claimed via iTrent. Guidance on how this is done can be found on the intranet.
- 5.2 All overtime claims must be submitted within 3 months of the date of overtime worked. iTrent will not allow claims to be submitted outside of this period. In

exceptional circumstances, the line manager will need to contact the Payroll team in HR to process any claim outside of this period.