



# Overtime Policy

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## 1. Purpose

This policy aims to provide guidance to Managers and employees on the operation of overtime, to ensure that it does not impact negatively on either the individual or the organisation.

Best management practice will be used to ensure that business circumstances will require overtime working in a limited capacity and only on occasion. This is in support of the University Health and Wellbeing agenda and the importance that all employees are supported in maintaining a reasonable work / life balance.

## 2. Policy statement

It is in the interests of the health, safety and well-being of our employees that we ensure that overtime is only used in exceptional circumstances and that all employees are supported in maintaining a reasonable work / life balance.

### **3. Scope**

The University recognises that there may be a need for some employees to work over and above their normal contractual weekly hours in order to carry out specific tasks or during periods of heavy workload.

At grades 7 and above the University expectation is that the management of workload is inclusive of the duties at this level. Therefore no additional premium payments would apply. In the event of unforeseen circumstances resulting in additional hours being carried out the principle of time off in lieu (TOIL) should be applied in agreement with Line

opportunity. This would involve the individual not working any additional hours on top of their annual contract.

If both the above options have been determined as not feasible then additional hours may be granted. In the event of additional hours being incurred and the accrual of Time off in Lieu not being appropriate then additional payments may be made. This decision to make an additional payment is the responsibility of the Line Manager and not the employee and should be aligned to the University policy of section 7.

## **7. Compensation for additional hours**

Where a premium payment is deemed appropriate the minimum level of claim expected is for half an hour in any one day. After that, payment will be made for

It remains the responsibility of the employee to allocate a period of time as “leave” in respect of this payment. This must not be within contracted working time.

Payments will not be made for associated home to workplace travelling costs on days of work wholly or partly attracting premia payments and for days where work patterns are changed.

Any additional mileage incurred in comparison to regular home to work mileage may be claimed where an individual is asked to carry out additional hours at a place of work that is not their “regular” place of work. Claims should be made in reference to the University Expenses Policy.

## **8. Public holiday and concessionary days**

In the interest of work force planning and additional compensation for work carried out on the bank holiday and concessionary days as published by the University, the payment will be as follows:

Any hours worked on a published closure day will be remunerated at time and a half payment.

Where individuals are in receipt of a salary an additional half time payment will be made as normal salary will have already been made for the day.

Where an employee would have otherwise been absent on the closure day due to it falling on a normal day of work then compensatory time off in lieu will also be given.

## **9. Payment of claims**

Any overtime

## **10. Time off in Lieu**

Time off in Lieu, should be taken as soon as practicable after the period of overtime worked, subject to approval by the Line Manager.

Payment in lieu of TOIL **will not** be made at a later date.

## **11. Travelling time**

Where there is a requirement to travel to an alternative place of work on University duties additional time incurred should be considered under the same principles outlined in this policy. Additional time should be calculated on a home to home basis in comparison with the normal equivalent journey and working day. In the first instance additional hours should be managed flexibly with TOIL.

## **12. University volunteering**

Where an individual agrees to participate as a volunteer helper at a University event (i.e. open days or graduation) the compensatory arrangement should be agreed with the Line Manager prior to being undertaken. Under the volunteering arrangement it would be expected that the individual is not carrying out their regular contractual work.

No compensatory element will be appropriate for agreed volunteering activities that happen within normal contractual working hours. Where volunteering takes place outside of contractual working time an individual will receive time off in lieu on an hour for hour basis.

## **13. Dispute resolution**

All disputes should be referred back to the HR Department in the first instance for guidance and resolution.

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Owner	Last Reviewed
Reward and Benefits	October 2021

