

<b>Overtime Procedure</b>	
<b>Enabling Policy Statement; Executive Owner; Approval Route:</b>	Our Colleagues - Chief People Officer - Operations Committee
<b>Is the Procedure for internal use only (Non- disclosable) ?</b>	Disclosable
<b>Associated Policy Statements:</b>	N/A
<b>Authorised Owner:</b>	Human Resources Director
<b>Authorised Co-ordinator:</b>	Head of HR Performance Delivery
<b>Effective date:</b>	20 February 2024
<b>Due date for full review:</b>	20 February 2027
<b>Sub documentation:</b>	There is no sub documentation

### Approval History

<b>Version</b>	<b>Reason for review</b>	<b>Approval Route</b>	<b>Date</b>
1.0	3 Yearly review and migration to the POPP governance structure	Operations Committee	20 February 2024

## 1. Purpose

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

The procedure outlines the rates of pay applied to overtime worked and sets out eligibility criteria. It should be noted that there is **no contractual entitlement** to overtime working and that all overtime must be authorised in advance.

## 2. Scope and Exceptions to the Procedure

The University recognises that there may be a need for some staff to work over and above their normal contractual weekly hours in order to carry out specific projects or work during busy times. Normally this will be addressed through the application of the TOIL procedure. However, for some areas within the Operational Services Job Family, it may be more appropriate to reward additional hours worked with an overtime payment instead of TOIL. It is in these cases where the Overtime procedure would be applied in preference to the TOIL procedure.

It is expected that overtime payments will only be granted after the line manager has fully considered the option of awarding TOIL in line with the University TOIL procedure. Overtime payments should therefore only be made if TOIL arrangements are not practical: this will be determined by the line manager not the employee.

In line with the TOIL procedure this overtime procedure will not apply to grades 5 and above.

This procedure does not form part of any employee's contract of employment. It may be amended from time to time with appropriate consultation with recognised trade union representatives.

## 3. Definitions and Terminology

N/A

## 4. Procedural Principles

### 4.1. Rates of Pay

Overtime is paid at the following enhanced rates:

Monday-Saturday	Time and a Half
Sunday, Public Holidays and University Days	Double Time

Where an employee works past midnight which overlaps the two rates defined above, the appropriate enhanced rate of pay will apply to the hours worked in each day worked.

### 4.2. Payment Conditions

The line manager must authorise the undertaking of all additional hours worked in advance. If this agreement is not in place, then the additional hours worked will not qualify for an overtime payment.

The normal contractual hours for the working week must be worked completely, by full-time and part-time staff, before an enhanced payment will be made.

Overtime will only be paid for periods of more than one hour in any day. After that, payment will be made for each completed period of 15 minutes worked.

When an employee is expected within the terms of their contract to work on Sundays, Bank Holidays and/or University days, payment at the normal hourly rate will apply.

Claims must be submitted on a monthly basis, for overtime worked in the previous month, on the appropriate duly authorised claim form, which can be obtained from the University Finance Department.

Forms should be sent directly to your relevant HR Representative for final authorisation where a copy will be made and then sent directly to the University Payroll Office.

Payments will be made through the University payroll; however, processing claims will depend upon the deadlines for processing closure set each month by the payroll office.

## 5. Governance Requirements

### 5.1. Implementation: Communication Plan

The procedure was embedded when first published.

### 5.2. Implementation: Training Plan

The procedure was embedded when first published. Further support will be provided to colleagues implementing the procedure when required.

### 5.3. Review

This procedure will be reviewed every 3 years or sooner if required by a change in legislation or practice.

### 5.4. Legislative Context and Higher Education Sector Guidance or Requirements

This procedure is impacted by the Working Time Directive, and associated legislation, and therefore will be amended in line with any relevant changes in this legislation.

### 5.5. Sustainability

This procedure is deemed to have little to no impact on sustainability.

## 6. Stakeholder Engagement and Equality Impact Assessment

An Equality Impact Assessment was completed on 31 January 2024 and is held by the Authorised Co-ordinator.

Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance	Governance Review	N	11 January 2024	Andrea Langley
H&S	H&S Review	N	24 January 2024	Matt Purcell
Sustainability	Sustainability Review	N	15 December 2023	Martin Wiles