

Overtime Policy

Introduction

- 1.1 It is the policy of Antrim Borough Council that overtime shall be kept to a minimum and will be authorised only to meet the immediate service requirements. However, when called upon to do so, employees may be requested to work a reasonable amount of overtime, and as much advance notice as possible shall be given, except in an emergency situation.

POLICY

- 2.1 Payment for overtime (applicable only to employees in receipt of a gross salary of up to scale 6 point 28) will be as per 'Green Book' conditions.
- 2.2 For grades at SO 1 and above (point 29) overtime is remunerated by Time in Lieu (TIL) at plain time.
- 2.3 All overtime must be agreed in advance with Line Managers. Assistant Directors or Line Managers will be responsible for authorising all overtime payments and TIL.

A monthly report on accumulative overtime should be completed by Line managers and submitted to the relevant Directors via Assistant Directors.

- 2.4 Part-time employees (i.e. those contracted under 37 hours or 36 ¼ until the implementation of the 37 hour week) are entitled to overtime rates at times and in circumstances in which full-time employees (those working 37 hours per week) would qualify.

For clarity, a part-timer or job sharer who works on average 20 hours per week would not be entitled to receive the enhanced overtime rate, until they have worked the standard week (37 hours).

For employees engaged on a "task and finish" scheme, time required for the completion of the normal scheduled day's workload can not qualify as overtime.

- 2.5 All employees must comply with the Working Time Regulations N.I. 1998 and managers must ensure working practices and hours adhere to these regulations.
- 2.6 Time in Lieu must be used before annual leave and where possible used within four weeks of being worked up. TIL not used within a 13-week period will be forfeited, unless agreed otherwise in writing with the relevant Director.
- 2.7 Overtime hours worked will not be counted toward the normal working week in calculation of leave entitlement.

PROCEDURES

- 3.1 All overtime must be properly authorised before it is worked.
- 3.2 A record of authorisations must be maintained. Offers of overtime refused must be also be recorded as evidence against claims of discrimination.
- 3.3 All employees must complete the appropriate paperwork, which must be approved and authorised by the relevant manager.
- 3.4 In allocating overtime managers must pay due regard to equality of treatment as well as the suitability of employees
- 3.5 Overtime claims should be submitted for payment as soon as practically possible.
- 3.6 The reason for overtime working must be recorded on claims or timesheets as appropriate.