



Together - Inspire - Achieve

Overtime & Additional Hours Policy and Procedures

Trust Board Approval Date	3 June 2015
Effective Date	1 July 2015
Planned Review Date	1 July 2016
Web Access	Intranet
Owner	Director of Finance, Business & Operations

1. Overtime & Additional Hours Policy and Procedures

- 1.1 This policy and associated procedures applies to **all** employees of Pontefract Academies Trust, this includes those employed within the central team and those employed in each individual academy school.
- 1.2 The purpose of this policy and procedures is to ensure that employees are properly reimbursed for any overtime or additional hours they undertake on agreement with their line manager.
- 1.3 Employee expenses will be paid by BACS, in arrears, as part of the monthly salary payment. Overtime or Additional Hours will not, in any circumstances, be reimbursed from petty cash or cheque.
- 1.4 **Employees** are responsible for ensuring that:
- All claims are in accordance with this and other relevant Trust policies
 - All documentation to support the claim is retained and attached to the claim form prior to authorisation.
 - All claims are accurate, complete and are submitted within three months of undertaking the overtime / additional hours
- 1.5 Any additional payments to the **Chief Executive Officer** must be authorised by the Chair of the Trust Board or an appropriate person designated by them in their absence.
- All **Headteacher** and **central trust employee** additional payments **must** be authorised by the Chief Executive Officer or an appropriate person designated by them in their absence.
- All **other employee** additional payments must be authorised by an appropriate authority as determined by the Headteacher of each individual academy school.
- 1.6 It is the **responsibility of the certifier / authoriser** to:
- Ensure that staff overtime/additional hour claims comply with this policy and apply the relevant rules and rates accurately;
 - Give prior approval where necessary;
 - Ensure all supporting evidence or explanations in support of the claim are attached to the claim form.
- 1.7 There may be **exceptional** circumstances which mean that this policy cannot be applied. These should be pre-approved by either the Chief Executive Officer or the individual academy school Headteacher, with full documented evidence to support why applying the policy would leave the employee in an unreasonable circumstance.
- 1.8 Submitting or authorising claims which do not adhere to this policy may be treated as misconduct and dealt with through the Trust's Disciplinary Procedures and in some circumstances may lead to criminal prosecution.

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- 1.9 The Chief Executive Officer and Headteachers at each individual academy school have the responsibility for ensuring that the Overtime and Additional Hours Policy and Procedures are effectively implemented.

- 1.10 This policy and procedures will be reviewed on an annual basis, or as otherwise directed by the Chief Executive Officer, change of Trust policy, or legislative changes.

2. Working Hours (up to 37hrs)

2.1 Key Principles

This section relates to all contractual hours worked excluding those undertaken on an overtime basis after having worked 37 hours per week.

Weekday Hours between 6.00am and 10.00pm Monday to Friday inclusive do not attract a premium rate and will therefore be paid at "Plain Time"

2.2 Saturdays will be paid at "Time & one Third"

2.3 Sundays will be paid at "Time & one Third"

2.4 Night Enhancements:-

- Work undertaken between 10.00pm and 6am Monday to Sunday will be paid at "Time plus one third"
- Time undertaken from 10pm to 6am on a Saturday night / Sunday morning will be paid at "Time & two Thirds"
- Time undertaken from 10pm to 12midnight on Sunday night will be paid at "Time & Two Thirds"
- Work undertaken from 0.01am Monday to 6am Monday will be paid at "Time plus one third"

2.5 Split Shifts

A split shift is defined as a working arrangement which requires an employee to make two separate journeys from home to work in a 12 hour period whilst undertaking the same job.

A split shift will only be paid where there are fixed start and finish times in the day not where an employee is able to work flexibly in order to carry out their duties.

There must be a minimum period of 2 hours between the finish and start times for the 2 periods of attendance.

For each day worked in a week that constitutes a split shift an enhancement of 1% will be paid up to a maximum of 5%.

2.6 Shift Premiums (excluding split shifts)

A premium rate will be applied to reflect the unsocial nature of shifts where there is a difference of at least five hours between start times from one shift to another, as defined below:

1. Where roster patterns are the same each week but start times vary within the week of a difference of at least five hours between start times then the employee will receive 5% of their basic salary.

2. Working Hours (up to 37hrs)

2. Where roster patterns vary over the course of weeks but not within a week then a proportion of 5% will be paid on the following basis:
 - (a) Four weeks of 7am to 4pm and one week of 2pm to 10pm will result in shift premium of 2% as there are two weeks in the five weeks shift cycle where the shifts differ from the previous week.
 - (b) Alternative weeks of 7am to 4pm and 2pm to 10pm will result in the full 5% premium being paid as there is a different shift every week compared to the previous week.
3. Where a combination of 1. And 2. Above, employee to receive the full 5% due to 1. Above applying.

A premium rate will not be applied where a job share handover situation occurs, that for each employee separately may show the above difference in start times.

2.7 Public Holidays

In addition to the Time off in Lieu, employees will receive Double Time Enhancement (ie plain time on top of a days salary) paid on a claiming basis, for each Public Holiday worked.

NB All former employees previously paid on an all-inclusive basis will now need to claim for all Public Holidays worked.

Public Holidays being: Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, August Bank Holiday Monday (or as agreed substitute day for Christmas Day, Boxing Day and New Years Day).

Where an employees normal day off falls on a Public Holiday, they will receive time off in lieu of the Public Holiday.

3. Working Hours (over 37hrs)

3.1 General Overtime Principles

Applied to all employees up to and including scp 29. Overtime will be paid in claiming periods of 15 minutes.

No overtime enhancements will be given until a person has worked full time (37 hours per week).

Employees above scp 29 will still be required to work in accordance with the Trust's Planned Overtime Policy, however, their overtime pay will be as per the principles set out in Sections 3.2, 3.3, 3.4, 3.5, 3.6 and 3.7 (ie paid on the basis of their contractual rate of pay).

For some types of work a manager has the discretion to determine a different hourly rate to that of employees contractual hourly rate, e.g. where duties are outside of normal contractual duties or where a number of employees on varying grades are undertaking the same duties.

All non-contractual overtime is undertaken on a voluntary basis.

3.2 Overtime Hours immediately before / after working day/shift

The first half an hour of all overtime hours linked to working hours will be paid at Plain Time other than those between 10.00pm-6.00am and those on Saturday/Sunday when the appropriate enhanced rate applies (as shown at section 2). After the first half hour the appropriate premium rate as shown in 3.3 below will apply.

3.3 Employees recalled to work

All employees, irrespective of grade, recalled to work outside their normal contractual hours (Monday to Saturday) will be paid at overtime rates. (Subject to these hours being over and above 37 hours worked in the week).

Hours over and above normal contractual hours (Monday to Saturday) will be paid at "Time & one Third"

Sundays 6am to 10pm will be paid at "Time & two Thirds"

Night rate will also be applied to all hours worked between 10pm and 6am therefore hours worked on:-

- Saturday Night from 10pm to 12midnight will be paid at "Time & two Thirds"
- Monday 0.01am to 6am Monday will be paid at "Time plus two thirds"
- Sunday 0.01am to 6am Sunday morning will be paid at "double time"
- Sunday from 10pm to 12midnight on Sunday night will be paid at "Double time"

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3.4 Overtime on Days 6 and 7

All hours worked on Days 6 and 7 will be paid at Time plus One Third (subject to these hours being over and above 37 hours worked in the week).

However, where a Sunday falls on day 6 or 7 then hours worked on a Sunday will be paid at Time plus Two Thirds.

All hours worked between 10.00pm and 6.00am will also be subject to an additional 33.333% premium to recognise night working

3.5 Public Holidays (Overtime)

All Public Holidays attract Double Time enhancement (i.e. Plain Time on top of a days salary) in addition to Time Off In Lieu.

Public holidays being:

Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, August Bank Holiday Monday (or as agreed substitute day for Christmas Day, Boxing Day and New Years Day).

3.6 Standby

General Weekly Rate	(7 days, 11.67 sessions)	=£123.84
Mon-Fri	1 session /day	=5sessions
Saturday	1 session at 1.33 1 session at 1.67	=3sessions
Sunday	1 session at 1.67 1 session at 2	=3.67 sessions
Sessional Rate	(1:11.67 of weekly rate)	=£10.61

Public Holiday Rate

For any public holidays

Public Holiday	1 session at 2 1 session at 2	=4 sessions =4 x £10.61 =£42.44
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The above public holiday payment is to replace the relevant General Weekly Rate session payment for that specific day. Therefore, if on standby for the whole week and one public holiday falls within that week then the weekly standby rate is £155.67. If on standby for the whole week and two public holidays fall within that week then the weekly standby rate is £187.96.

3.7 Call Out

3.7.1 Employees to be paid at appropriate rate as shown at section 3.3 where called into work outside their normal contractual hours (ie without prior notice).

3.7.2 A minimum payment of two hours will be paid for the first call out of any

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one stand-by session. Payments for any subsequent call-out within the stand-by session will be on the basis of hours worked.

Travelling time from and to home will not be claimable, however, all mileage incurred can be claimed in accordance with the Trust's Travel and Subsistence Policy.

3.6 Caretaker 'B' Lettings Allowance

Payments in respect of opening, securing and where necessary preparing rooms to be used in school premises at evenings and weekends.

Monday – Friday – the payment is calculated based on the number of rooms used to a maximum of 14 rooms per day.

The minimum payment which can be made is the payment applicable to one to two classrooms (even if only 1 classroom is used)

For payment purposes, classrooms are defined as follows:

- **School Hall – class A** = a gymnasium or youth centre up to 2,000 square feet in area or rooms which are properly equipped and used for the purpose of giving instruction in art, craft, science and domestic science are regarded as equivalent to **2 classrooms**. No other room will be classified in this way.
- **School Hall – class B** = a gymnasium or youth centre with an area of 2,001 to 3,000 square feet is regarded as equivalent to **3 classrooms**.
- **School Hall – class C** = a gymnasium or youth centre with an area of 3,001 square feet and above is regarded as equivalent to **4 classrooms**.

NOTE: A shower and / or changing room, whether situated separately or together will count as one classroom.

Number of Rooms used	Rate of Payment	Amount (£p)
1 to 2 classrooms	Hourly rate for SCP14 x 1.33	11.22
3 to 4 classrooms	Hourly rate for SCP14 x 1.50	12.62
5 classrooms	Hourly rate for SCP14 x 1.75	14.72
6 classrooms	Hourly rate for SCP14 x 2.00	16.83
7 classrooms	Hourly rate for SCP14 x 2.25	18.93
8 classrooms	Hourly rate for SCP14 x 2.50	21.03
9 classrooms	Hourly rate for SCP14 x 2.75	23.14
10 classrooms	Hourly rate for SCP14 x 3.00	25.24
11 classrooms	Hourly rate for SCP14 x 3.25	27.34
12 classrooms	Hourly rate for SCP14 x 3.50	29.44
13 classrooms	Hourly rate for SCP14 x 3.75	31.55
14 classrooms	Hourly rate for SCP14 x 4.00	33.65

Premium Payments

Saturday Lettings - the payment will be enhanced to time and one third

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Sunday Lettings - the payment will be enhanced to time and two thirds.

Evening Lettings – if the letting is scheduled to run after 10.00pm and not to finish before 10.30pm overtime will be payable.

The caretaker will be paid the initial $\frac{1}{2}$ hours (10.00pm – 10.30pm) and then every $\frac{1}{4}$ of an hour after that based on the following rates:-

Monday to Saturday lettings – hourly rate x time and two thirds

Sunday lettings – hourly rate x double time

The above rates are for full-time caretakers working 37 hours per week

If the initial full $\frac{1}{2}$ hour is not worked then no overtime is payable

Overtime & Additional Hours Claim Form

School:

To avoid delay in payment all Claims must be received by the School Business Manager / Finance Office by the date notified. Claims should be made within three months of the overtime/additional hours taking place, failure to submit within this time period will not be authorised. Claims will be paid to the nearest 15 minutes (eg 17 hrs 20 minutes will be paid as 17 hrs 15 minutes). Hours claimed must not include any lunch breaks.

Name		Claim Period From	
Employee Number		Claim Period To	
Job Title		Contracted Hours	Casual Emp(Y/N)

Date	Time From	Time To	Plain Time		Time & Third		Time & 2 Thirds		Reason Code	Reason for Work Undertaken
			Hrs	Mins	Hrs	Mins	Hrs	Mins		
TOTAL										

<p>I hereby claim that the above particulars are correct and make application for the overtime to be paid accordingly. I have read and understood the Trust Overtime and Additional Hours Policy and procedures prior to submitting this claim.</p>	<p>I hereby certify that the overtime worked by this employee as shown was necessary and the duties were duly performed. I have read and understood the Trust overtime and additional hours policy and procedures prior to certifying this claim.</p>
<p>Claimant Signature</p>	<p>Date</p>
<p>Line Manager Signature</p>	<p>Date</p>

FOR PAYROLL PROCESSING USE ONLY			
Authorised for Payment(signature)	Total Hours Paid	Date Processed	Processed by (signature)

All supporting documents for each claim must be attached and retained with this document for a period of 7 years.

Caretaker 'B' Lettings Claim Form

School:

To avoid delay in payment all Claims must be received by the School Business Manager / Finance Office by the date notified. Claims should be made within three months of the hours taking place, failure to submit within this time period will not be authorised.

Name		Claim Period From	
Employee Number		Claim Period To	
Job Title		Contracted Hours	

Date	Day	Period of Letting		Number of Class-rooms	School Halls (exc rooms shown in previous column)			Additional Time spent moving furniture outside letting period				Cash Value (Payroll processing use)	
		From	To		Class A	Class B	Class C	From	To	Hours	Minutes		
TOTAL													

I hereby claim that the above particulars are correct and make application for the overtime to be paid accordingly. I have read and understood the Trust Overtime and Additional Hours Policy and procedures prior to submitting this claim.	I hereby certify that the overtime worked by this employee as shown was necessary and the duties were duly performed. I have read and understood the Trust overtime and additional hours policy and procedures prior to certifying this claim.
Claimant Signature	Date
Line Manager Signature	Date

FOR PAYROLL PROCESSING USE ONLY			
Authorised for Payment(signature)	Total Hours Paid	Date Processed	Processed by (signature)

All supporting documents for each claim must be attached and retained with this document for a period of 7 years.