

# Wiltshire Council Human Resources

## Overtime Policy

This policy can be made available in other languages and formats such as large print and audio on [request](#).

### What is it?

This policy details the payments made by Wiltshire Council to employees who work overtime at the request of their manager.

### Who does it apply to?

This policy applies to all Wiltshire Council employees, unless a separate TUPE contractual policy applies. This policy does not apply to staff employed in maintained schools or academies.

### Main points

1. Where an employee works additional hours, over and above their normal contractual hours, this must be agreed in advance with their manager.
2. Employees who participate in the flexitime scheme cannot record overtime during flexitime scheme operating hours. Instead this should be recorded as credit in line with the council's flexitime policy.
3. Wherever possible authorised additional hours worked should be taken as time off in lieu within a reasonable time of doing them e.g. 4 weeks.
4. All authorised additional hours worked, which cannot be taken back as time off in lieu or through the flexi scheme, will be paid at plain time. This includes hours worked over and above their normal contractual hours. The only exception is where these hours are worked on a bank holiday.
5. It is an expectation that where overtime is paid this will be primarily for operational frontline roles where taking time off in lieu would adversely impact the delivery of the service.

### Additional hours / overtime worked on bank holidays

6. Hours worked on a bank holiday will be paid at plain time, including any hours which are in excess of 37, but the equivalent number of hours worked will also be given as time off in lieu.
7. In exceptional circumstances managers may agree instead to pay all the hours worked on a bank holiday at double time, where giving time off in lieu would adversely impact on service delivery.

8. All claims must be made using the appropriate overtime and additional hours payment form. [LINK TO FORM](#) here
9. Holiday entitlement accrued on any overtime will be paid in the form of a plussage on the overtime hours worked.

**Working time directive/health and safety considerations**

10. Employees must not work more than 48 hours per week averaged over a 17 week period including rest breaks.
11. Managers are required to ensure that an employee does not work more than the required maximum hours per review period, which applies under the working time directive.

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