

## 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 outlines the payments made by Wiltshire Council to employees who work overtime at the request of their manager.

Different arrangements apply for employees on Grades A-H (spinal point 5 – 28) and those on Grades I (SCP 28) and above.

#### Who is covered by this policy?

This policy applies to all Wiltshire Council employees (with the exception of staff employed in locally managed schools).

#### What are the main points?

1. All overtime must be agreed in advance with your supervisor or manager and may not be claimed retrospectively.
2. If you participate in the flexitime scheme you cannot record overtime during flexitime scheme operating hours. Instead this should be recorded as credit in line with the council's [flexitime policy](#).
3. Generally employees on Grade I and above will record additional hours worked outside of the flexitime scheme as TOIL, as outlined in the council's [time off in lieu policy](#). Overtime will only be paid to employees on Grade I and above in exceptional circumstances.

Employees on Grades A-H (spinal point 5 – 28)

4. Overtime will only be paid for complete half hours worked. You cannot claim less than 30 minutes overtime.
5. Only hours worked on the request of your supervisor or manager, beyond a 37 hour standard week, will attract overtime rates.

6. If you are contracted to work less than 37 hours per week you will receive your basic hourly rate for any hours worked, during the normal working pattern for the post, up to 37.
7. All hours worked on a Sunday, equivalent rest day or bank holiday (where these are not part of the normal working pattern for your post) will be paid at overtime rates.
8. Overtime rates are:
  - Double time for working on a Sunday or equivalent rest day (for staff whose normal working week includes Sunday), or on a bank holiday;
  - Time and a half at any other time
9. Contracted overtime will be paid at your normal hourly rate.

#### Employees on Grade I or above

10. An additional payment may be made to recognise overtime worked by employees on Grade I and above subject to the following criteria:
  - The circumstances are exceptional;
  - The requirement to work additional hours is planned in advance and a business case clearly demonstrating that it is in the interest of the authority is agreed by the relevant corporate director;
  - Proper control in determining the extent of additional hours is exercised
11. Where the above criteria are met the relevant corporate director must approve the payment.
12. The payment will be calculated as the maximum salary point of Grade H (SCP 28) at time and a half, for 80% of the additional hours worked. See **calculation example**.
13. Claims must not exceed an additional 10 hours per week (averaged over a 4 week period).

#### Employee responsibilities

14. To be aware of the [working time regulations](#) and take responsibility for ensuring that you take required breaks and do not exceed working hours.

15. To accurately complete the **overtime claim form** and submit it your manager. You should be aware that “over claiming” will potentially be treated as misconduct.

### **Line manager responsibilities**

16. To ensure that all overtime has been agreed in advance.
17. To ensure that any overtime authorised is in the interests of the council and that the benefit outweighs the costs.
18. To review and confirm any **overtime claim forms** and forward them to the HR & Payroll administration team in line with payroll cut-off dates
19. To obtain corporate director approval for any overtime payments made to employee on grade I or above.

### **Frequently asked questions**

#### **Advice and guidance**

If you require help in accessing or understanding this policy you should contact your line manager or trade union representative if you are a member.

If, due to the nature of your query, it is not appropriate to contact your line manager you should contact your head of service who will nominate an appropriate manager or colleague to help you.

See [guidance for managers – giving advice on policies](#).

#### **Further information**

For further information please speak to your supervisor, manager, service director or contact your [HR advisor](#).

Policy author	HR Policy and Reward Team - PM
Policy implemented	
Policy last updated	22-02-2012