

WILTSHIRE COUNCIL

STAFFING POLICY COMMITTEE

7 January 2014

REVISED OVERTIME POLICY

Purpose of Report

1. To present the revised Overtime Policy for agreement by SPC.

Background

2. The current overtime policy has different arrangements for employees depending on their grade. Employees on grade A-H are able to claim overtime hours at their normal hourly rate, and employees Grade I and above have their overtime calculated at the maximum salary point of Grade H for only 80% of the additional hours worked.
3. There is currently no provision for Hay graded employees to claim overtime payments.
4. The current policy states that overtime will be paid if an employee works more than 37 hours per week, and that any hours worked up to 37 hours are paid at plain time.
5. This policy has been applied inconsistently and it is evident that some part time employees are being paid overtime rates instead of additional hours if they are required to work on a Sunday, equivalent Sunday or a Bank Holiday. Feedback from managers is that a higher rate is required for all staff for these unsocial hours in order for service delivery to be maintained.
6. In addition, county wide events and major incidents have demonstrated that there is sometimes the need to mobilise a flexible workforce – often where staff are either asked to volunteer to support the council beyond the normal remits of their roles (e.g. sports events/Jubilee festival), or as an essential need in an emergency situation. (E.g. Christmas floods in 2013.)
7. Hay graded staff have been involved in organising the response to and attending major county wide incidents such as the floods, without the facility to be paid overtime for that work. Emergencies may require employees to work excessive hours until the emergency is in hand, e.g. through the night, evenings, weekends and bank holidays.

Main Considerations for the Council

8. The revised policy provides consistency for overtime payments for grades A to O, so that these staff can now all claim overtime at their normal hourly rate.
9. The revised policy also now allows Hay graded staff to claim overtime at the hourly rate equivalent to the top of grade O.

10. 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 now be paid at overtime rates regardless of whether employees have exceeded their contracted hours.
11. Clear guidelines illustrating when overtime can be claimed have been included for Hay graded staff.
12. The cap on overtime has been removed.
13. The level of authorisation has been amended from associate director to head of service for grade K or above.
14. The costs for overtime will increase as the cap on overtime has been removed and Hay graded staff will now be eligible to claim overtime. However, there is an expectation that employees on grade K and above will work overtime rarely and this will need to be managed by the Head of Service in accordance with their budget.

Environmental Impact of the Proposal

15. None.

Equalities Impact of the Proposal

16. N/A

Risk Assessment

17. None

Options Considered

18. None.

Recommendation

19. To recommend Staffing Policy Committee approve the proposed amendments to the Overtime Policy.

Barry Pirie
Associate Director – People and Business

Report Author: Rebecca Williams, Human Resources Policy & Reward team

The following unpublished documents have been relied on in the preparation of this Report: None