

Overtime and allowances policy

The councils reserve the right to revise, withdraw or replace the content of this policy at any time and to introduce new policies from time to time to reflect the changing needs of the organisations.

Overtime

- Service managers, heads of service, strategic directors and the chief executive are not eligible to claim overtime. If heads of service or service managers are called out occasionally then their managers should have a flexible approach to their working hours given that they do not receive annualised hours and are not eligible to claim overtime.
- In exceptional circumstances when it is not reasonable for an employee to complete work in their normal working hours or claim annualised hours, either because they are not part of the annualised hours scheme or for operational reasons, the service manager can approve overtime in advance and this will normally be paid at flat rate.
- Time and a half overtime ie 1 ½ times normal hourly rate will be paid for all overtime claims approved by service managers for hours worked on a weekend or bank holiday unless an employee normally works at weekends or bank holidays as part of their contract of employment. If this is the case an employee will receive their normal rate of pay for working on these days rather than any overtime payment.
- Heads of service can approve double time overtime in advance in exceptional circumstances such as an emergency situation where an employee is requested to work additional hours at short notice ie less than 24 hours' notice or if an employee is required to work between midnight on a Sunday and 7am on a Monday.
- Car park inspectors and employees at Wantage Civic Hall working between Christmas and New Year will be eligible to take this time off in lieu using annualised hours in agreement with their line manager.
- All approved overtime claim forms must be submitted to payroll electronically by the payroll cut off date of the following month unless delayed due to illness or another valid reason. Claims must not be

submitted more than three months after the expenses were incurred and any claims older than this will be rejected. In exceptional circumstances, a line manager may put forward a case for you to have a claim authorised that is more than three months old.

- Overtime will not apply if an employee is receiving a standby or on call payment
- Any mileage claimed while working overtime will be paid at a flat rate (i.e. not paid at time and a half or double time).

Summary of overtime payments

Day and time	Employee on annualised hours	Employee not on annualised hours
Mon – Fri 7am – 10.30pm	Annualised hours	Flat rate overtime
Mon – Thurs 10.30pm – 7am	Flat rate overtime	Flat rate overtime
Fri 10.30pm – 12am	Time and a half	Time and a half
Sat, Sun and bank holiday	Time and a half Normal rate if Sat, Sun or bank holiday are part of contractual working hours	Time and a half Normal rate if Sat, Sun or bank holiday are part of contractual working hours
Sun 12am to Mon 7am	Double time	Double time
Emergency situation with less than 24 hours' notice	Double time	Double time

CCTV shift allowance (only applies at Vale)

CCTV monitors and the CCTV supervisor are eligible to receive a shift allowance of 12.5% of their salary for working a late shift and 20% of their salary for working a night shift.

First aid allowance

The first aid one day qualification allowance is £100 per annum and the first aid three day qualification allowance is £200 per annum. All employees receiving either allowance are responsible for ensuring their qualification does not expire by attending refresher training when necessary and sending a copy of their qualification to the HR team. The first aid allowances will be reviewed on 1 April each year and sooner if the overtime and allowances policy is updated sooner.

Webcaster payments (only applies at South)

Webcaster payments will be paid at £45 per webcast. Payments will be made in March and September for the previous six months. The figure paid per webcast will be reviewed in line with the review due date on this policy.

Alternative formats of this policy

Alternative formats of this publication can be made available on request. These include large print, braille, audio, email, easy read and other languages. Please contact the HR team on 01491 823424.

Version 1 issued: April 2012

Version 2 issued: April 2013

Version 3 issued: April 2014

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