

Overtime

This policy provides guidance to managers and staff on the operation of overtime.



Summary

At Westminster City Council we are committed to helping staff balance their work and home life. We discourage a persistent long hours working culture and aim to support the health and wellbeing of all staff. Our approach to agile working generally offers employees a choice around where, when and how they work so that we have flexibility to meet peaks in demand.

However, it is recognised that from time to time, particularly in front line services, there may be a need for employees to work additional hours in order to meet particular demands.

This policy provides guidance to managers and staff on the operation of overtime.

Westminster City Council as a general rule no longer adopts flexi time or flexi leave, instead trusting employees to work in a more agile way. We understand, however, that there are certain areas of the council where agile working is not possible and there may be the odd occasion that you are required to work over your weekly contracted hours. Should this be the case and overtime not considered suitable, then an option would be to agree 'Time off in Lieu' or otherwise known as TOIL. We encourage staff to have an open conversation with their line manager to discuss the most appropriate way to take this forward.

Scope

This policy applies to employees on Bands 1 to 4 only. There is an expectation that employees above this level have enough control over their own work to avoid the need for overtime.

All additional hours and overtime worked are voluntary.

Overtime will be paid where additional hours in excess of 144 in a 4-week period have been worked.

Any additional hours worked must be authorised by the manager in advance.

Overtime Rates

Monday to Saturday time and a half

Sundays and Bank holidays double time*

*a minimum 2 hours additional to contracted hours must be worked on Sundays or Bank Holidays to qualify for overtime rates

If you work on Sunday as part of your normal working week, you will be paid in line with the premium payments for weekend enhancement.

The rate will be based on the individual's adjusted basic salary (i.e. basic salary minus London Weighting plus £144 per annum).

For part time employees, any overtime will be paid at a flat rate up to 36 hours a week, and at the above enhanced overtime rates for hours in excess of 36 in a week.

Manager's Responsibilities

- Plan and organise work and rosters to avoid the need for working additional hours
- Where overtime is required, make an assessment of the additional hours requirement on each occasion
- Record and authorise any additional hours before they are worked. You should keep a record of all authorisations for audit purposes
- Verify the amount of additional hours claimed and authorise via the IBC Portal for payment

- Continuously monitor the additional hours worked by individuals and work groups to:
 - ■ make sure the Working Time Regulations are not breached;
 - review working patterns and arrangements so that regular, long term and/or excessive reliance on additional hours is avoided.

Employees' Responsibilities

- Submit your claim in the 'My timesheet' app in ESS.
- You can only record time for the past 6 weeks - if you need to enter time for more than 6 weeks (42 calendar days), contact your manager who can record time up to six months in the past
- You can submit payment claims throughout the month, you don't have to wait for the end of month.

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