



UNIVERSITY OF  
LINCOLN

# Overtime Policy

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## 1. Purpose

This policy aims to provide guidance to Managers and employees on the operation of overtime, to ensure that it does not impact negatively on either the individual or the organisation.

Best management practice will be used to ensure that business circumstances will require overtime working in a limited capacity and only on occasion. This is in support of the University Health and Wellbeing agenda and the importance that all employees are supported in maintaining a reasonable work / life balance.

## 2. Policy statement

It is in the interests of the health, safety and well-being of our employees that work in excess of the normal hours of duty in a week should not be consistently required. However, it is recognised that from time to time, this may be unavoidable.

Additional hours worked must not result in the contravention of the Working Time Directive i.e. employees must not be required to work for more than 48 hours a week on average (the average weekly working time is normally calculated over 17 weeks) and appropriate breaks are taken. Monitoring against the Working Time Directive will be controlled by the Payroll Department. In the event of an individual being identified as working frequently over the 48 hours per week threshold then it will be requested that they complete a Working Time Directive opt out form for the practice to continue. The Line Manager of the employee will separately be tasked with finding a long term solution for the working pattern to reduce the need for excessive premium hours.

Heads of Department / Division and Line Managers are responsible for controlling the extent of overtime within their area and must ensure that any resultant costs are within the Departmental budget.

If overtime becomes a frequent and excessive requirement within a Department / Division, the Head of Department / Division or Line Manager is responsible for reviewing the workload to ensure that the appropriate staffing levels are in place and that the appropriate staffing proposals are fully considered.

Where there is a requirement for overtime work to be carried out, this must be done only with the prior approval of the Head of Department / Division or Line Manager.

Where possible, Managers should plan in advance the most effective way of covering extra work demands or a shortage in staff in order to run their service.

The University of Lincoln is committed to helping employees balance the demands of home and work responsibilities and promoting a healthy work life balance for all employees. The purpose of this policy is to ensure equality between all staff groups.

### **3. Scope**

The University recognises that there may be a need for some employees to work over and above their normal contractual weekly hours in order to carry out specific tasks or during periods of heavy workload.

At grades 7 and above the University expectation is that the management of workload is inclusive of the duties at this level. Therefore no additional premium payments would apply. In the event of unforeseen circumstances resulting in additional hours being carried out the principle of time off in lieu (TOIL) should be applied in agreement with Line Management.

At grades 6 and below the University acknowledges that where additional hours are worked in view of the best interests of the business, that an additional payment may be attracted where deemed appropriate by management instead of agreed changes to working patterns or TOIL.

### **4. Exclusions**

In areas of the University where standby and on call arrangements are in place, separate guidance from Line Management and the Human Resources Department should be followed outside of the scope of this policy.

### **5. Hours of work**

The standard working week at the University is 37 hours. Employees contracted to work 37 hours must work these in full before any premium is payable.

Employees contracted to work less than 37 hours per week will receive basic time for all hours up to 37 and premium payments will apply thereafter.

The working of overtime should be agreed in advance mutually by the Line Manager and employee. If an employee is offered an opportunity to work overtime, they retain the right to turn it down.

### **6. Treatment of additional hours**

In the first instance, best practice would be demonstrated by Line Managers agreeing changes to work patterns to reflect the business demand outside of contractual working patterns. This would be the expected case for individuals where there is an expectation within their contract to carry out contractual duties at events such as open days or graduation.

Where due to workload it is not possible to pre agree changes to working patterns it would be expected that the Line Manager explores the option of allowing the individual Time Off In Lieu to be taken at the earliest mutually convenient

opportunity. This would involve the individual not working any additional hours on top of their annual contract.

If both the above options have been determined as not feasible then additional hours may be granted. In the event of additional hours being incurred and the accrual of Time off in Lieu not being appropriate then additional payments may be made. This decision to make an additional payment is the responsibility of the Line Manager and not the employee and should be aligned to the University policy of section 7.

## 7. Compensation for additional hours

Where a premium payment is deemed appropriate the minimum level of claim expected is for half an hour in any one day. After that, payment will be made for each completed period of 15 minutes worked. All claims should be rounded down to the nearest quarter of an hour.

Overtime payments will be based upon the hourly rate of the individual at the time of completing the work and not at the time of payment. However, in exceptional circumstances where the agreed work differs from normal duties a rate should be agreed prior to the work being carried out with the relevant Line Manager.

Subject to changes in working patterns not being mutually appropriate the following premia will apply to grade 6 and below:

Hours worked **up to 37 hours per week (Monday to Sunday)** will attract the following options:

Single time (TOIL)

**OR**

Single Time payment where for operational reasons it would not be reasonable to take TOIL within a 3 month period

Hours worked **over and above 37 hours per week (Monday to Sunday)** will attract the following options:

Single time (TOIL) plus half time payment

**OR**

Time and a half payment where for operational reasons it would not be reasonable to take TOIL within a 3 month period

An additional payment will be made in respect of the accrual of annual leave at the point of payment for any agreed additional hours worked over and above contract hours. This will be separately identified on the pay advice.

It remains the responsibility of the employee to allocate a period of time as “leave” in respect of this payment. This must not be within contracted working time.

Payments will not be made for associated home to workplace travelling costs on days of work wholly or partly attracting premia payments and for days where work patterns are changed.

Any additional mileage incurred in comparison to regular home to work mileage may be claimed where an individual is asked to carry out additional hours at a place of work that is not their “regular” place of work. Claims should be made in reference to the University Expenses Policy.

## **8. Public holiday and concessionary days**

In the interest of work force planning and additional compensation for work carried out on the bank holiday and concessionary days as published by the University, the payment will be as follows:

Any hours worked on a published closure day will be remunerated at time and a half payment.

Where individuals are in receipt of a salary an additional half time payment will be made as normal salary will have already been made for the day.

Where an employee would have otherwise been absent on the closure day due to it falling on a normal day of work then compensatory time off in lieu will also be given.

## **9. Payment of claims**

Any overtime working must be agreed in advance with the Line Manager.

Details of any overtime worked should be submitted by the employee through MyView. Claims will be initially authorised by the relevant Head of Department / Line Manager to confirm the hours have been worked and then by an authorised signatory within the area to ensure budgets are controlled. Hours should be submitted on MyView as and when they have been worked to avoid a delay in payment. Payment for hours will be made one month in arrears and claims should be submitted in a timely manner i.e. month following hours worked. The original completed form should then be submitted to the Payroll department before the 5th of the month to ensure payment. Individuals will receive an email confirmation once the claim has been approved. If this is on or before the 10<sup>th</sup> of the month, payment will be on the next payroll run. Claims approved after this date cannot be guaranteed for payment within that month. MyView is to be used for claims of half time, time and time and a half (where applicable)

## **10. Time off in Lieu**

Time off in Lieu, should be taken as soon as practicable after the period of overtime worked, subject to approval by the Line Manager.

Payment in lieu of TOIL **will not** be made at a later date.

## **11. Travelling time**

Where there is a requirement to travel to an alternative place of work on University duties additional time incurred should be considered under the same principles outlined in this policy. Additional time should be calculated on a home to home basis in comparison with the normal equivalent journey and working day. In the first instance additional hours should be managed flexibly with TOIL.

## **12. University volunteering**

Where an individual agrees to participate as a volunteer helper at a University event (i.e. open days or graduation) the compensatory arrangement should be agreed with the Line Manager prior to being undertaken. Under the volunteering arrangement it would be expected that the individual is not carrying out their regular contractual work.

No compensatory element will be appropriate for agreed volunteering activities that happen within normal contractual working hours. Where volunteering takes place outside of contractual working time an individual will receive time off in lieu on an hour for hour basis.

## **13. Dispute resolution**

All disputes should be referred back to the HR Department in the first instance for guidance and resolution.

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Owner	Last Reviewed
Reward and Benefits	October 2021



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