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# Overtime and Allowances Policy

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South Oxfordshire and Vale of White Horse District Councils





## Change Record

Change Record	
Policy Title	Overtime and Allowances Policy
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## Table of Contents

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Change Record .....	1
1 Introduction .....	3
1.1 Purpose.....	4
1.2 Scope .....	4
1.3 Contractual Status .....	4
1.4 Relevant legislation .....	4
1.5 Alternative formats.....	4
2 Policy .....	5
2.1 Eligibility to claim overtime .....	5
2.2 Payments and Approval .....	5
2.3 Overtime Payment Timeframe .....	6
2.4 Overtime Approval Process.....	6
2.5 Working Time Regulations .....	7
2.6 CCTV Shift Allowance (only applies to Vale).....	8
2.7 First Aid Allowance .....	8



## 1 Vision and Values

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### Our Vision

**We are customer focused and approachable. We are honest and open and are committed to providing high quality cost-effective public services.**

### Our Values



#### **Working Together**

We are a committed professional team, who embrace change and help one another improve



#### **People and Planet**

We care about each other and the environment we share



#### **Respect**

We act with integrity, and champion diversity and inclusivity



#### **Accountability**

We take ownership, do what we say, strive for clarity and welcome feedback



#### **Approachability**

We are open, honest and accessible



## 2 Introduction

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### 2.1 Purpose

This document outlines the councils' policy and procedure in relation to overtime and allowances and how these are managed at the councils.

### 2.2 Scope

This Policy and Procedure applies to any permanent or temporary employee of the councils, excluding casual employees and contractors/agency workers, who are the employees of third parties.

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

This policy document supersedes any existing or alternative policies, agreements or arrangements relating to the overtime and allowances at the councils.

This policy relates to employees who are on South and Vale terms and conditions- there may be individual exceptions to these where the Transfer of Undertakings Protection of Employment Rights (TUPE) apply.

### 2.3 Contractual Status

This policy does not form part of your contract of employment. The councils are entitled to introduce minor and non-fundamental changes to this policy by notifying you of these changes in writing. The councils will consult with UNISON (on behalf of all employees as part of the collective agreement) on any major changes to the policy.

### 2.4 Relevant legislation

- The Working Time Regulations 1998
- The Working Time (Amendment) Regulations 2003
- The Health and Safety at Work etc Act 1974
- Transfer of Undertakings Protection of Employment Rights 2006

### 2.5 Alternative formats

Please do not hesitate to contact a member of the Equalities Team if you would like this policy in an alternative format, via: [equalities@southandvale.gov.uk](mailto:equalities@southandvale.gov.uk)



### 3 Policy

#### 3.1 Eligibility 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 line manager can approve overtime in advance, and this is normally paid at flat rate (the employee’s usual hourly rate of pay).

Overtime should be agreed in advance with your line manager where possible, where this is not possible, you should notify your line manager and service manager at the earliest opportunity, giving the reason for the overtime being required and the length of overtime that has been worked.

Overtime will not apply if an employee is receiving a standby or on call payment. See section 2.10 below for detail on these payments.

Service managers, heads of service, deputy chief executives 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.

#### 3.2 Payments and Approval

Overtime will be paid if approved according to the table below.

##### **Summary of overtime payments**

**Enhanced rates (time and a half, double time) are only paid when staff have worked 37 hours in the week. This includes staff who are part-time, where flat rate should apply until they have worked above 37 hours, irrespective of their usual working pattern.**

Overtime worked (per calendar month)	Overtime rate	Approval Level
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Additional hours worked on contractual/rota'd working days	Flat rate (1.0)	Line Manager
Additional hours worked on non-contractual working/non rota'd days, including Bank Holidays	Time and a half (1.5)	Line Manager
An emergency situation with less than 24 hours' notice	Double Time (2.0)	Line Manager – in discussion with Service Manager
Christmas Closure	Double Time (2.0)	Line Manager – in discussion with Service Manager

Any mileage claimed while working overtime will be paid at the usual mileage rates in accordance with the Travel and Expenses Policy.

### 3.3 Overtime Payment Timeframe

Overtime payments are paid in arrears. e.g. for approved overtime worked from 1 January to 31 January, the payment month would be February's payroll. Overtime claims must be submitted within three months of working the additional hours.

### 3.4 Overtime Approval Process

Any overtime claims should be added to MyView by the employee and approved by their line manager no later than 5pm on the third working day of the payment month, unless delayed due to illness or another valid reason.

Any overtime claim that requires service manager sign off, the overtime should be added to MyView and approved by the line manager once they have written confirmation of service manager sign off.

Any overtime should be recorded on individual annualised hours timesheets. This should be kept up to date (daily) and be readily available for line managers to have full oversight of the hours their employees are working.



### 3.5 Employee Responsibilities

Employees are responsible for:

- Ensuring the overtime hours are submitted for payment within 3 months of the dates worked.
- Ensuring the overtime submitted is accurate and in line with this policy
- Seeking prior approval for overtime worked (except in exceptional circumstances).
- Keeping their annualised hours timesheet up to date on a daily basis.

### 3.6 Employer Responsibilities

Managers are responsible for:

- Ensuring that work commitments are shared equally between their team so that no-one is significantly advantaged or disadvantaged from any available overtime hours.
- Challenging and reviewing the reasons for the overtime hours worked.
- Ensuring health and safety regulations are adhered to including maximum working time limits (48 hours per week unless an individual has opted out- not recommended) and [rest breaks](#) (see section 2.7).
- Reviewing their team's overtime hours and assisting them in managing their workload and priorities.
- Ensuring their team do not work more than an average of 48 hours per week in line with the Working Time Regulations (see section 2.7).
- Reviewing resource requirements and priorities where team members are regularly doing overtime – the requirement to do overtime should be irregular and not a consistent requirement. Where overtime is due to recruitment issues managers should seek advice on recruitment strategies to rectify this and not rely on the goodwill of staff to fill gaps long term.

### 3.7 Working Time Regulations

Under Working Time Regulations an adult employee (over 18) must work no more than 48 hours a week over a reference period unless they choose to opt out. Businesses usually average the reference period over 17 weeks. This means an employee can work a maximum of 48 hours one week if the average over 17 weeks is less than 48 hours a week.





Younger workers, i.e., those who are over the compulsory school leaving age and up to 18 years, are restricted to eight hours per day or 40 hours per week.

The Working Time Regulations also stipulate that employees are:

- Not allowed to exceed an average of eight hours work in 24 hours (for night workers)
- Entitled to 11 hours of rest between working days.
- Allowed a 20-minute minimum rest break (defined below) if the working day is longer than six hours.
- Entitled to 28 days paid time off for full-time workers per year.
- Permitted a minimum of one day off per week.

At South & Vale we expect staff to take a minimum of 30 minutes rest break if working longer than 6 hours and offer annual leave entitlement in excess of the 28-day minimum (including bank holidays).

### 3.8 CCTV Shift Allowance (only applies to Vale)

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

### 3.9 First Aid Allowance

Those who undertake additional statutory responsibilities as a first aider are entitled to recognition of this additional training and responsibility.

Those completing the first aid one day qualifications are entitled to an allowance of £100 per annum and those undertaking the first aid three-day qualification are entitled to an allowance of £200 per annum. Allowances are paid in installments each month via the payroll.

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 the qualification to [hr@southandvale.gov.uk](mailto:hr@southandvale.gov.uk).

For more information on refresher training please see the First Aid Policy on [Jarvis](#).

The first aid allowances will be reviewed on 1 April each year or sooner if the overtime and allowances policy is updated.



### 3.10 On call and standby payments - Housing

The councils operate an on call and standby service in the housing team and certain employees in these teams are required to deliver this service as part of their contract of employment. Employees on standby will not accrue annualised hours whilst on standby but will receive a specific payment for this duty instead.

Standby hours consist of either an evening session (5pm- 8.30am) or an all-day session 8.30 am-5pm. Cover is required during all non -standard office hours which are 5pm-8.30 am Monday to Friday and 24 hours on Saturday and Sunday.

The different on call and standby rates can be found in the table below.

	<b>Service</b>	<b>Payment per session</b>
<b>1</b>	Standby (Mon - Sun)	£36.73
<b>2</b>	Standby (bank holiday)	£66.12
<b>3</b>	Standby (Christmas closure days and bank holidays including Easter)	£66.12
<b>4</b>	Standby (bank holiday for Christmas and New Years Eve (pm), Christmas Day, Boxing Day New Years Day and Easter Day (am and pm))	£73.63

Each April these rates will increase in line with agreed annual pay awards.