

# Magor with Undy Community Council

## Overtime Policy

### Hours of Work

#### General

The standard working week is 37 hours and this is normally for seven hours 24 minutes per day Monday to Friday inclusive. However, due to the nature of the job, the hours worked per day may be flexible.

#### Overtime

There may be times when the Community Council cannot meet its operating requirements or other needs during regular working hours due to unforeseen and unavoidable circumstances. When such situations arise staff may be required to work beyond their normal working hours. In these circumstances overtime payment will be made to staff in accordance with the rules on authorisation, eligibility and rates of pay.

#### Planned and Un-Planned Overtime

Where it is known that overtime will be incurred, this should be pre-authorised at the earliest opportunity by the line manager.

There may be circumstances where the need to work overtime is not known in advance, and the Clerk to the Council may incur, or authorise staff to incur overtime up to the absolute minimum required to complete and/or deliver the task in hand. This should then be reported to the Chair of the Council at the earliest opportunity.

#### Payment Criteria

The following payment criteria will apply:

##### Full Time Staff (37 hours):

Weekday Overtime paid at 1.5 x basic rate

Weekend Overtime paid at 2 x basic rate

Bank Holiday paid at 2 x basic rate plus day off in lieu

##### Part Time Staff (under 37 hours)

Weekday Overtime (between contracted hours and 37 hours) paid at basic rate

Weekday Overtime (over 37 hours) paid at 1.5 x basic rate

Weekend Overtime paid at 2 x basic rate

Bank Holiday paid at 2 x basic rate plus day off in lieu

#### Casual Workers

All hours paid at basic hourly rate agreed by Community Council, or at the Basic Minimum Wage rate.

#### Work Experience

All hours worked are subject to Government policy, and if paid, are paid at Basic Minimum Wage rate.