

Tendring Parish Council

Overtime Policy

Policy brief and purpose.

This policy seeks to explain how we will compensate employees for hours worked beyond their standard schedule. We want to:

- Ensure employees will be consistently and correctly compensated for the time they put into their duties.
- Maximise and preserve work life balance in accordance with our duties as an employer.

Scope

This policy applies to all eligible employees.

Policy Elements.

In our overtime policy 'standard working hours' are an employee's regularly scheduled working time as specified in their employment contract. Overtime that qualifies for compensation refers to any amount of time worked in addition to these hours.

Claims for overtime must be actioned within two months of their occurrence. Overtime may be necessary to handle emergencies, heavy workloads or other issues. But frequent and excessive overtime isn't good for employees health and performance. The law may permit excessive overtime, but we want to as responsible employers avoid productivity and morale loss for our employees. For this reason we will expect:

- Overtime hours to be recorded accurately and consistently by Personnel committee.
- Advise employees to work overtime only when they have to complete urgent work.
- Clerks may sanction a small amount of their overtime (up to 2.5 hours each month). We advise employees to respect this limit. Any further overtime must be sanctioned by all members of the Personnel committee. They will seek to reply to requests within 48 working hours of notification of overtime needs.
- It will be acceptable to investigate further if overtime claims are frequent. This will initially be completed by the Personnel committee.
- It is envisaged that there may be some element of flexible working from one month to the next but realistically this should not typically exceed more than 4 hours (in a 30-hour contract). This must be notified to the Personnel committee within two months of the intended flexible working arrangement.