



Colne Town Council

Additional Hours Policy

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Contents

1. Purpose
2. Scope
3. Definitions
4. Policy Statement
5. General provisions
6. Procedures
7. Responsibilities
8. Review and Revision
9. Communication
10. Legal Considerations

1. Purpose

This policy aims to ensure that procedures are in place to enable staff to work more than their contracted hours when necessary and appropriate. It also aims to ensure that staff are recompensed for carrying out such work, in a fair and consistent manner.

2. Scope

This policy (along with the procedures outlined within), is applicable to all staff, regardless of service and covers hours that have been worked that are in excess of employees' contractual obligations.

3. Definitions

The Council (CTC) – Colne Town Council.

Senior Officers – The Town Clerk/RFO, Deputy Clerk and The Finance Officer.

Overtime Working – Overtime working occurs when any employee is required to work more than their normal contracted hours.

Time Off in Lieu (TOIL) – Time Off in Lieu (TOIL) is regarded as time accrued after normal contractual hours have been worked, which can be taken as time off on a like for like basis (i.e. if two hours are worked, two hours can be credited).

Flexi Time – Time worked outside of the employees' usual core hours, that is used to cover periods when staff are unable to work their usual shift for any reason. This will be worked on a month-to-month basis, i.e. additional hours worked in one week, can be used to cover a future period of absence within the same month.

Unsociable Hours – For the purpose of application, Unsociable Hours will be classed as any time before 07:00 hrs, and any time after 23:00 hrs. The Great British Rhythm & Blues Festival is an exception to this rule due to the nature of this event. Unsociable hours in the case of the Blues Festival will be between 02:00 hrs – 08:00 hrs on the Saturday, Sunday & Monday of the August Bank Holiday Weekend.

4. Policy Statement

Colne Town Council is aware that there are circumstances which necessitate the payment of overtime, such as to cover absences, to catch up on deadlines, to complete jobs which have run over schedule and to deliver successful events and will endeavour to ensure that all authorised overtime is in the interests of the Council and that the benefit outweighs the costs.

As a conscientious employer, Colne Town Council seeks to ensure that workloads are planned according to the resources available and as such, the need for staff to work overtime outside of events, should be kept to a minimum.

The council advocates and will actively encourage the use of Flexi Time / TOIL in advance of paid overtime in order to promote a good work life balance for its employees.

5. General Provisions

There are occasions when, due to work requirements and CTC events, employees are required to work additional hours above their contracted terms. These additional hours can either be taken as flexi time / TOIL, or if approved by the Town Clerk/RFO and the Chairman of the FES Committee, be paid, in arrears, at the employees' normal rate of pay.

Staff who have not worked the required number of hours, will not be able to claim paid overtime. Payments will only be made for authorised overtime, in excess of five hours above the employees monthly contracted hours, unless previously agreed by the Town Clerk/RFO. Any overtime hours worked below five hours, will remain on the employee's time sheet, until a time when the hours have either been taken as Flexi / TOIL, or have accumulated above the minimum requirement.

Casual Event Staff

The Town Council employs a number of Casual Staff, to supplement permanent staff members and provide support during CTC events. These staff members only work on days surrounding CTC events and are on zero hours contracts. Consequently, the minimum amount of five hours does not apply to payment of hours worked.

Overtime Rates

In general, and for the majority of cases, overtime will be paid on a like for like basis at the Employee's current hourly rate of pay.

The only exception to this is when the staff member is required to work 'Unsociable Hours' to facilitate the work required.

Unsociable Hours will be paid at time and a half of the Employee's hourly rate and will be determined as per the definition in this policy, noting that The Great British Rhythm & Blues Festival has its own classification.

Pension

For those members of staff that are a member of the Town Council Pension Scheme, paid overtime is classed as pensionable earnings and both the employees' and the Council will pay contributions on this payment.

6. Procedures

Office Staff

All office staff are provided with an electronic time sheet that is pre-populated with the individuals contracted hours and automatically calculates the variances for hours worked each week, once daily start and finish times have been inserted.

Any hours worked at events, should agree to the staffing schedule produced for the event.

This spreadsheet must be kept up to date by the employee, as it will be reviewed by the Town Clerk/RFO when considering the monthly payroll.

Operational Staff

As the Lengthsmen and the Caretaker are not issued with a work computer, these members of staff are issued with a physical time sheet to be filled in as appropriate and handed into the office on a weekly basis. The form has a section to give details of the whys and wherefores of any additional hours worked and a section for authorisation by a Senior Officer.

Authorisation from a Senior Officer must be pre-approved or, if this is not possible, sought as soon as reasonably practicable after the overtime has been worked.

Time Sheets are to be handed in at the beginning of the following week. A member of office staff will then transfer the details to their electronic time sheet.

Events Staff

As part of the event preparation and organisation, the Deputy Clerk, Events & Facilities Officer will produce staffing schedules for the days leading up to, and the day of the event to be included in the Event Management Plan.

Following the event, the Deputy Clerk will complete the time sheets for the casual event staff and forward these details to the Finance Officer, who will determine the appropriate rates to be paid.

Payment & Authorisation

Flexi Time

Any employee wishing to organise a period of flexi time must first approach their line manager, giving their reasons for wanting to do so.

Where possible, line managers should endeavour to accommodate such requests.

It is up to the employee to ensure that they work up the required number of hours to cover the period of absence within the month of which it is taken. This can be effectively managed by using the electronic time sheet provided.

Time Off in Lieu (TOIL)

Requests for TOIL can only be submitted once sufficient hours have been accrued.

TOIL will only be awarded for periods worked of more than 30 minutes in any day, and for each completed period of 15 minutes worked thereafter.

Employee's requests to redeem TOIL will be granted at the discretion of either their line manager or the Town Clerk/RFO, taking into consideration operational requirements such as the needs of the business and workload of other employees.

Line Managers are expected to allow staff as much flexibility as they can under this policy, however, it will not always be possible to allow staff to take the days that they have requested.

Once authorised, all periods of Flexi Time / TOIL should be added to the office calendar (both online and the physical version located in reception), to ensure that all staff are aware of the employee's absence.

Paid Overtime

During the week before payroll, the Town Clerk/RFO will review the staff time sheets to determine if additional hours apply. The individual employees will then be consulted as to whether they will take the hours as Flexi / TOIL, or if they would like them to be paid. Any payments for overtime worked will then be forwarded to the Finance Officer, along with any other additional payments such as alarm call outs or wedding payments.

The Finance Officer will calculate the wages with the help of the software used by the Council and will send these to the Town Clerk/RFO for verification.

Once verified, the information will be sent to the Chairman of the FES Committee for their approval, before the payments are entered onto the online banking portal and scheduled for payment.

All overtime payments will be paid in arrears, along with the current month's salaries.

Casual Event Staff will be paid within two weeks of the event worked as per their employment contract.

7. Responsibilities

Employees

All employees must keep all their documentation up to date, and seek approval for additional hours / leave in a timely manner.

Employees are expected to manage periods of absence and the amount of overtime worked in cooperation with their line manager, and the electronic time sheet provided.

Employees need to ensure that they do not fall into deficit of hours at the end of each month.

Line Managers

Line managers must ensure that employees requesting paid overtime / TOIL, have accrued the required number of hours, and should not authorise paid overtime for any staff who have a deficit of hours on their time sheet.

Line managers should seek to ensure that the need to work overtime is kept to a minimum by planning workloads according to the resources available, and by supporting individuals to manage their own workloads and time effectively.

When considering requests to work overtime, line managers should take into account the number of hours already worked that week and should ensure that appropriate breaks are taken to avoid fatigue. Any project work or complicated jobs should always be risk assessed, and any necessary and reasonable steps taken to eliminate or minimise any risks involved.

Senior Officers

Prior to final authorisation, senior officers should ensure that all overtime has been agreed and is in the interests of the Council.

Senior Officers need to be aware of health and safety considerations such as lone working and working time regulations and must ensure that all additional hours authorised are compliant with the relevant legislation.

8. Review and Revision

The volume of overtime worked should be regularly monitored to ensure that excessive working is not occurring.

As a minimum, the Council and Senior Officers should:

- Monitor the level of overtime to identify where it could be reduced.
- Identify instances where overtime working becomes unvarying, unnecessary and excessive.
- Monitor all staff who regularly work overtime.

Where staff are regularly working in excess of their contracted hours, the Council must review workloads and staffing levels to ensure that these are appropriate.

Similarly, the procedures set out within this policy will be regularly reviewed, at least annually, to ensure that they are appropriate and effective.

9. Communication

Managing the availability of resources, including staff, is essential to the Town Council providing an effective service for its residents.

All staff absences should be added to the office calendar as soon as they have been identified, to allow work to be scheduled accordingly.

In support of employee wellbeing, the Council will always endeavour to accommodate TOIL requests and flexible working, however as stated previously, this is not always practicable.

Should a request for overtime be rejected, then a full explanation of the reasoning behind the decision will be given to the employee.

10. Legal Considerations

The provisions with this policy and the authorisation of overtime will need to comply with the following legislation and guidance:

The Employments Rights Act 1996

The Working Time Directive 2003

The Health & Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Advisory, Conciliation and Arbitration Service (ACAS)