



Longley Park Sixth Form College

LONGLEY PARK SIXTH FORM COLLEGE CROSS COLLEGE EMPLOYEES MANAGING ADDITIONAL HOURS

1) PRINCIPLES

The College recognises its obligations as an employer to ensure employee workloads are commensurate with the work role and duties for which employees are employed.

The College recognises that there may be occasions when Cross College employees need to work additional hours to their contracted hours of employment to support operational College requirements.

The College recognises that some Cross College employees hold external responsibilities which have a positive benefit on their working role within College, such as trustee work, public appointment roles.

The College is committed to supporting employees managing their workload effectively and to assisting employees fulfil external commitments which are beneficial to their College roles.

This policy document details the parameters for managing additional hours which may be worked by Cross College employees.

2) CONTRACTUAL INFORMATION

Cross College employees are contracted to work 37 hours per week when employed on a full-time basis.

Some employees may have standard working hours which require some working outside normal hours. In these cases, the salary for the post may include an element to recognise such working arrangements.

SFCF Support Staff terms and conditions of service allow for ways recognising and compensating for additional hours above contracted hours.

If an employee works more than their contracted hours and the need for this has been agreed with the employee's Line Manager, then the employee will either be paid overtime or be given Time Off In Lieu (TOIL) for the additional hours worked, up to a reasonable limit.



Where employees work more than their contracted hours they are eligible for either payment for additional hours or to take TOIL.

Employees employed on SFCF Support Staff pay spine points to 33 are eligible for overtime payments in compensation for additional hours worked above 40 hours per week. This eligibility relates to additional hours worked of more than one complete half hour worked in any one day.

To reflect the LPSFC Support Staff job families and pay scales, employees on Support Staff pay spine point 34+ will be eligible for TOIL in compensation for additional hours worked. This eligibility relates to additional hours worked of more than one complete half hour in any one day.

Overtime Payments:

- 1) Monday-Saturday – time and a half
- 2) Sunday and Public Holidays – double time

Where employees work part-time, overtime will be paid at the employee's basic salary rate up to 40 hours worked per week, and then at the appropriate overtime rate for hours worked above 40 hours per week.

There may be some employees whose salary scale is less than point 34 and for whom TOIL may be agreed for additional hours worked instead over-time payment, depending on the nature of their role, the impact of taking TOIL on their role duties and previous working arrangements. Such circumstances will be considered by the line-manager and Personnel Manager prior to agreement on TOIL.

3) PROCESS FOR CLAIMING OVER-TIME PAYMENTS

The employee must discuss all additional hours worked with their line-manager, prior to working the additional hours;

Line-managers must include over-time as a standing agenda item for line-management with their line-management reports;

The employee must complete the appropriate over-time claim form;

The employee's line-manager must authorise the over-time claim form;

The over-time claim form must be handed to the Personnel Manager by the monthly payroll deadline date communicated to employees;

The Personnel Manager will detail the over-time payment on the monthly payroll report, photocopy the over-time claim form, and forward the original claim-form to the finance team along with the monthly payroll report;

The Finance team will process over-time payment



4) TOIL PROCESS

TOIL of up to maximum of two days per month may be approved;

The employee must use the TOIL form to be found in Appendix One to record all additional hours worked;

The employee must discuss all additional hours worked with their line-manager, either prior to working the additional hours or as soon as possible after this;

Line-managers must include TOIL as a standing agenda item for line-management with their line-management reports;

TOIL must normally be taken within one month of working the additional hours or within three months in exceptional circumstances with the agreement of your Line Manager;

TOIL will not be carried forward to the next leave year except in exceptional circumstances authorised by a member of SMT;

5) SPECIALISED STAFF TOIL ARRANGEMENTS

There may be occasions when more senior College staff and part-time staff cannot take some or all of the TOIL accumulated over a period of time;

In such circumstances, a member of SMT may approve a nominal payment in recognition of the additional hours worked;



APPENDIX TWO-LINE MANAGER GUIDANCE

IMPLEMENTATION

This policy is to be implemented following SMT approval, Cross College union representation consultation, CMT and Cross College Management Team discussion and Resources Committee ratification. LPSFC JAF will be made aware of the policy.

Cross College staff will be informed of the policy prior to agreed implementation. A copy of the policy will be available at www.longleypark.ac.uk.

CAUTIONARY NOTES

Additional hours relating to over-time and TOIL arrangements relate to those hours worked by employees above their contractual hours because there is an actual operational need to work the additional hours.

Over-time and TOIL arrangements are not to be used when employees are not capable of completing their work duties in their normal contractual hours for reasons other than operational need.

Such circumstances would include:

Poor performance, capability issues- which needs to be addressed as part in line-management and within the parameters of the LPSFC Capability Policy and Procedure;
Not working efficiently or in a timely manner- which needs to be in line-management and the LPSFC Capability Policy and Procedure;

In such circumstances, the line-manager must seek advice from their senior manager or the Personnel Manager.

If an employee is consistently working additional hours over a period of more than six months, there is no concern about their work/performance capability and/or time-management skills, the line-manager will need to consider the organisational and/or work role factors which may have an impact on working hours.

In such circumstances, the line-manager must seek advice from their senior manager or the Personnel Manager.