

## OVERTIME POLICY

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## OVERTIME POLICY

### Standard Working Week

As defined by the Scottish Joint Council for Local Government Employees the standard working week is 37.00 hours per week, however, there is a local agreement for certain employees (previously APT&C staff) to work a 35 hour week.

Any hours worked between 6.00am and 10.00pm will be classified as normal working hours and paid at the basic hourly rate, including hours worked on a Saturday or Sunday.

### TIME OFF IN LIEU (TOIL)

Compensatory leave on an equivalent basis to payment should always be considered as an alternative before payment.

### Overtime

1. Work in excess of normal hours of duty is normally discouraged, and in particular employees should not be required to consistently work overtime. However, there are occasions when overtime is unavoidable and in such cases the following conditions shall apply.
2. In recognition of the standard working week all hours worked up to 37.00 per week will be paid at plain time. All hours worked over 37.00 per week, Monday to Sunday, will be paid at the single enhanced rate of time and a half. Part time employees will only receive the enhanced rate of time and a half providing they have worked more than 37 hours in any week, Monday to Sunday.
3. Where you are required to work during your normal contractual hours on a Public Holiday all hours worked will be paid at plain time with additional time off in accordance with the table below or alternatively at the enhanced rate of double time in complete recompense. Where you are required to work overtime on a Public Holiday you will be paid at the enhanced rate of double time in complete recompense.
4. Where you are required to work during your normal contractual hours on a Fixed Holiday you will receive additional time off in accordance with the table below or alternatively all hours will be paid at plain time in complete recompense. Where you are required to work overtime on a Fixed Holiday you will be paid at the rate as outlined at point 2 above.

Time Worked	Time Off
Half of normal day/night/shift or less	Half of a normal working day/night/shift
Over half a normal day/night/shift	The whole of a normal day/night/shift

### Night Working

Hours worked between 10.00pm and 6.00am will attract a single enhancement rate of 15% and no other pay supplement.