

## Overtime Procedure

### Purpose

To ensure all additional hours worked by council staff are properly authorised and approved prior to the payroll cut-off date, ensuring accuracy and accountability in payroll processing. This procedure also supports financial transparency and good governance in accordance with local authority standards and public accountability requirements.

### Scope

This procedure applies to all council staff members, including the Clerk and all administrative and operational staff.

### General Principles

Overtime is any hours worked in excess of the employee's contractual hours. Overtime must be agreed in advance and approved in writing by the appropriate line manager:

- Clerk's overtime: approved by the Chairman (or full Council if appropriate)
- Other staff's overtime: approved by the Clerk
- There is no automatic entitlement to paid overtime
- Where agreed in advance, overtime may be compensated through paid hours or time off in lieu (TOIL) at a 1:1 rate (unless contract states otherwise).

### Requesting Overtime

#### The Clerk

The Clerk must submit an overtime request detailing:

- Nature of the work
- Justification (e.g. urgent council business, statutory deadlines)
- Estimated hours
- Preferred compensation (pay or TOIL)

#### Approval

The Chairman of the Parish Council (or delegated member) will review and either:

- Approve in writing, or
- Refer to the Council for formal approval, especially for recurring or significant overtime

#### Recording and Claiming

- In cases of overtime, the Clerk must submit an overtime record monthly to the Chairman
- Any payment must be authorised by the Council in the payroll schedule and minuted in financial reports (confidentially where needed)

- Claims should be submitted within one month of the work

#### All other staff

#### Requesting Overtime

Staff must submit a request in advance to the Clerk, including:

- Task(s) to be completed
- Reason for overtime
- Estimated duration

Verbal or informal requests will not be valid unless followed up in writing.

#### Approval

The Clerk will assess the request and either:

- Approve and retain written confirmation, or
- Reject with explanation

#### Recording and Claiming

- Approved overtime must be logged on the time sheet
- Timesheets should be submitted to the Clerk monthly, with total overtime clearly marked
- The Clerk authorises payment through payroll and notifies the Council in monthly accounts (in line with confidentiality standards)

#### **Compliance with Employment Law**

This policy complies with:

- Employment Rights Act 1996 – fair pay and contractual entitlements
- National Joint Council (NJC) conditions (where applicable)
- HMRC guidelines on tax and National Insurance for overtime payments

#### **Responsibilities**

- Chairman / Council: Oversight of Clerk's overtime and ensuring governance
- Clerk: Authorises staff overtime, records and reports overtime transparently
- Staff: Must not work additional hours without prior written approval

#### **Policy Breach**

- Overtime worked without prior approval may not be paid.
- Repeated unauthorised overtime may result in disciplinary procedures.

#### **Review and Amendments**

This policy will be reviewed every two years or upon significant changes in legislation or council structure.

Recommended by the Personnel Committee: 8 October 2025

Adopted by Council: 22 October 2025