



BEVERLEY TOWN COUNCIL TIME OFF IN LIEU & OVERTIME POLICY

PURPOSE

The Council recognises that it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is either contractual or by agreement.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's time off in lieu (TOIL) and overtime arrangements so that they are applied consistently.

SCOPE

This policy applies to all employees of the Council with the exception of casuals who work on an ad hoc basis and those whose terms and conditions of employment do not accommodate reimbursement for additional hours worked.

DEFINITION

TOIL is defined as Time Taken off in Lieu or time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

Overtime is paid at the standard hourly rate.

Employees have a choice of TOIL or Overtime in accordance with employment contract conditions.

OVERTIME/TOIL RATES

Overtime/TOIL will be accrued at the following rates for time worked in addition to normal working hours:

Monday to Friday – Time

Saturday – Time and a Half

Sunday & Public & Extra Statutory Holidays – Double Time (min 2 hours work)

ACCRUING Overtime/TOIL:

Overtime/TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the Town Clerk. The core hours of any working day shall be 9 am to 5 pm when office cover is required. The Town Clerk must agree any TOIL in advance taken within these core hours to ensure the business needs of the Council are met.

The Council realises that it is unlikely that the Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and Overtime/TOIL accrued, is done so in a way that meets the business needs of the Council as well as the work life balance of the Town Clerk/Officers. The Town Clerk authorises officer overtime/Toil.

The employees' monthly timesheets should show all TOIL accrued or taken which is monitored by the Personnel Committee.

When attending Council events or events where the employee is invited as a Council employee, it will be down to the Town Clerk to assess whether TOIL shall be accrued.

Excessive levels of TOIL should not be accumulated (i.e. more than one standard working week). However, in exceptional circumstances the Town Clerk has discretion to agree to more. This is however only advised if it is felt that employee will be able to take the TOIL within three months. Historical Overtime/TOIL prior to this Policy being adopted still applies.

Any suspected abuse of Overtime/TOIL may be treated as a disciplinary matter.

USING TOIL AND OVERTIME:

TOIL can only be taken if agreed, in advance, with the Town Clerk. Any requests will be considered in line with staffing levels and operational requirements. The Clerk will be responsible for allocating the use of his/her own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is for an employee to come in later than his/her normal starting time the day after attending an evening meeting to redeem any TOIL accrued.

In exceptional circumstances where due to service delivery needs TOIL cannot be accommodated within the 12 month period, the employee can request payment for the hours owed providing the employee is on SCP 28 or less. This request should be made in writing by the employee to their line manager.

Overtime payments for staff are recorded on time sheets, signed off by the Town Clerk and paid in arrears. All overtime payments are overseen monthly and signed off by the Chair of Personnel.

WORKING TIME REGULATIONS

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the Town Clerk must ensure that the employee's working hours adhere to the requirements of the Working Time Regulations

Beverley Town Council adopted this Policy on: **13th January 2020**

Signed 
Councillor Duncan Jack, Mayor of Beverley

13/1/2020

Signed 
Helen Watson, Town Clerk

13/1/2020