

## Working arrangements other than Monday to Friday

The majority of employees work from Monday to Friday. For those who do not fall within these arrangements, the Council recognises the National Agreements for working other than a Monday to Friday pattern as set out in Part 3 entitled "Working Arrangements", paragraph 2 of the "Green Book".

There are some variations from the "Green Book" which are set out below. The Green Book has left the details of some working arrangements to local agreement and these are also detailed below.

### a) Overtime Payments

#### Enhancements to the salary of employees on Band 9 and above.

It is essential that employees obtain agreement from their manager before working additional hours.

1. Overtime payments will not normally be made to employees who are paid above Band 8. In circumstances where employees work additional hours, they may be granted time off in lieu but this must be agreed with their manager in advance.
2. In exceptional circumstances (e.g. to complete a specific project) payment may be made to employees who are paid above band 8 as set out below, subject to budget provision being available.

Overtime payments will not be made until the employee has worked a minimum of 37 hours as detailed below:

Band 9	Overtime paid immediately (Overtime of less than half an hour on any day is excluded)
Band 10	First 10 hours per calendar month without payment
Band 11-13	First 20 hours per calendar month without payment
Band 14-20	First 30 hours per calendar month without payment

### b) Saturday and Sunday Working

Employees who are required to work additional hours beyond their contractual 37 hours are entitled to receive overtime at time and half for Saturday and double time for Sundays.

Employees required to work on a Saturday or a Sunday as part of their normal contractual working week may be entitled to an enhancement, however this will be dependant upon the details contained within their Written Particulars of Employment. For example, annualised hours contracts may involve working at weekends as part of the standard working week.

### **c) Shift Working**

The Council continues to observe the “Purple Book” definitions of shift working and the corresponding percentage enhancements to basic salary. Details of the shift arrangements and the accompanying payment will be set out in the employee’s Written Particulars of Employment.

### **d) Rest/Free Day Working**

An employee working other than a Monday to Friday pattern may sometimes work additional hours on their rest days. If:

- their contract of employment entitles them to additional payments for such working
- and*
- their normal working week is one of 37 hours (and this will be averaged where the hours worked varies over 2 weeks or more)

Additional hours worked on rest days will be paid at time and a half.

Part-time employees will not receive enhanced pay for working on rest / free days that occur from Monday to Friday until they have worked 37 hours (and this will be averaged where the hours worked varies over 2 weeks or more).

### **e) Stand-by and call-out arrangements**

The Council’s stand-by duty and call-out policy and procedures (including details of payments and the claim forms) can be found in the Employment Handbook, section 8.