

Date ratified at Full  
Directors' Meeting  
15 July 2019

Review  
Resources Committee

St John the Baptist



Catholic Multi Academy Trust

## THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all. We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

*'To think, to feel, to do' Pope Francis*

**St John the Baptist Catholic MAT**  
**Company No: 7913261**  
**Registered Office: Surrey Street, Norwich NR1 3PB**

## ADDITIONAL HOURS POLICY



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

## **Background**

This policy provides guidance where employees may be eligible for additional payment and applies to all employees covered by the National Agreement on Pay and Conditions of Service (Green Book) i.e. all support staff in all the schools within the MAT.

The Directors welcomes the development of this issue as it recognises that work life balance is a central ethos of the school.

## **Responsibility**

The Head teacher (or Executive Headteacher or Head of School as appropriate) has overall responsibility for monitoring and controlling of all non-standard payments and ensuring that each school can afford them.

On a day to day basis, the decision whether additional payments (overtime) are to be made is delegated to the Headteacher, who may further delegate to a School Business Manager.

## **Definition**

Overtime is time worked by an employee of the MAT that exceeds the contracted hours of the employee's regular daily schedule. Full time and part time staff are eligible for overtime payments. The Directors have adopted Norfolk County Council's terms and conditions for eligibility of over time and additional hour payments (pay award pending).

## **Policy**

Overtime shall be assessed by the department head/line manager in response to essential operational needs of the department or whole school. Overtime by employees must be approved *in advance*. An employee is expected to seek advance approval for overtime work from their department head/line manager and to report overtime worked on a monthly basis using the appropriate form. The agreement *must also* be agreed by the school business manager or Headteacher.

The school will only issue mandatory overtime requests when qualified volunteers are not available. Extra time worked by staff will not be taken for granted and expected every week.

## **Time off in lieu arrangements**

The MAT does not operate an overtime budget and wherever possible an agreement to accrue compensatory time off (time off in lieu – TOIL) should be arranged. TOIL agreed or flexi-time arrangements will be on a time for time basis. For example, one hour TOIL/Flexi-time against one hour worked. Additional time will not be given for different shift patterns – weekend or evening work.

An employee should not accrue more than 5 days equivalent TOIL at any one time (37 hours). This is because the MAT recognises that frequent overtime can affect the well being of an employee and increase the risk of injury, heart disease, stress and depression.

TOIL should be taken within 6 months or the employee will forfeit the right to take the time. The MAT will operate two 6 month periods for this purpose: September to February and March to August. The carrying forward of any TOIL into either period can only be agreed by the Head teacher via a written application.

### **Paid overtime**

If it has not been possible to arrange TOIL, an agreement may be made for an employee to receive additional pay. No payment will be made without **prior** approval from the department head/line manager to the employee. Requests for paid overtime will be confirmed to the employee by e-mail by the Headteacher or school business manager **before** the over time is worked.

The rate of overtime pay varies depending on when it is worked and the Directors have adopted Norfolk County Council's pay scheme for rates of over time pay.

### **Non standard working patterns & Anti-social additional hours worked**

The Directors agree to pay additional hours worked between 22.00 hours and 07.00 at double time (min 1 hour) in recognition of the disruption caused to the employee in situations where the employee is compelled to undertake an extra duty during these times, such as a caretaker being called out to attend school in an emergency.

This does not apply to voluntary situations agreed in advance, such as when an employee may agree to accompany a residential or educational school trip.

If work carried out as overtime is to be paid from a different cost centre from that normally used for the individual e.g. work for another school, the cost centre to be charged must be clearly marked on the overtime form and the MAT finance office should be notified.

### **PROCEDURES**

Claims for overtime payment must be made on the correct form by the individual who has completed the work at the end of the calendar month in which the work is done (returns required by 19<sup>th</sup> monthly at the present). The claim form must be signed by the **department head/line manager** who agreed the original request and then countersigned by the Headteacher or school business manager of the school before forwarding to the MAT Finance Office who will notify pay roll services.

TOIL agreements must also be completed **on the overtime form** but should be clearly marked 'TOIL' arrangement and NOT submitted to pay roll services. These should be forwarded to the department head/line manager who agreed the original request

for signing. The department head/line manager should then maintain a record of the time accrued and ensure that the employee takes any TOIL in accordance with the procedures above.