

NCMD Policy No 18 Overtime

This policy is to cover the process for funding, management, application, approval and payment of overtime for employees of NCMD (the four paid Officers).

Background

Normal hours:

Employment is part time. Employment contracts specify an average number of hours per week to be worked as normal time and gives some guidelines; rather than mandating set hours on particular days of the week. This gives flexibility to both employees and employer to manage the time worked to suit the employee's lifestyle and to cover seasonal variations in workload.

The average number of hours set in the contract is based on a rolling year. Where this is or can be foreseen to be exceeded, or fallen short of, a case for changing the hours set can be made, either by the employee or line manager as appropriate.

Overtime:

Employment contracts state: Any overtime worked must receive prior authorisation from your line manager. Claims for overtime worked without prior written authorisation will not be approved.

The provision for overtime is intended to cover exceptional circumstances such as temporary cover for another officer position or work on a special project, on top of the normal role.

Funding for overtime

As part of the annual salary review process, the 3 unpaid Policy Committee members will recommend an overtime budget for approval by the Trustees. The overtime budget will normally be set at 10% of the overall normal salary budget but may be varied if circumstances dictate.

Management of overtime budget

The General Secretary is responsible for day-to-day management of the overtime budget. The GS must ensure that any requests for overtime express a genuine need that cannot be met by shifting workload amongst the team or by delaying other, less urgent, work.

Where the need is deemed genuine, the GS may approve overtime (other than his/her own) within the budget without seeking further approval. However, any approved overtime must be reported (with justification) at the next meeting of the Policy Committee and the next meeting of the Trustees.

Application for overtime working

Any application for overtime must include full justification of the need, with the anticipated duration and cost. It must also layout the precise parameters of the work, any work done outside of these parameters will not be considered for payment.

The application may originate from the employee or line manager depending on where the perceived need arises but will require collaboration to compile it. It must include a summary of current average hours worked, rolling yearly average, and why workload cannot be shifted to others or delayed without a knock-on effect to the organisation.

Approval of overtime

The GS may approve overtime within the budget (other than his/her own overtime which must be approved by the Trustees). All overtime worked to be reported to the Trustees and Policy Committee at their next meetings.

Payment of overtime

The employee will write to the line manager with copy to the Treasurer quoting the number of overtime hours worked in the period and referencing the application approval. Only on receipt of confirmation by the line manager will the Treasurer arrange payment.