NCMD Policy No 18 Issue 2
Contractual Hours and Overtime

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

This policy does not form part of any contract of employment or other contract and NCMD may amend it at any time.

Contractual hours

Current employees of NCMD work on a part time basis. Employment contracts specify an average number of hours per week and give some guidelines as to typical working hours each week; 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 calculation year from 1 April to 31 March.

For example, an average of 20 hours per week will mean contractual hours of 1,040 (20 hours x 52 weeks) across the calculation year.

Employees are required to keep weekly logs of their contractual hours which should be submitted to their line manager on request.

Where the average weekly hours across the calculation year are 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. Any change in contractual hours will be subject to prior written agreement between the employee and NCMD.

To assist with the efficient operation of this contractual hours arrangement, a cap applies to the number of contractual hours which can be worked per MONTH as set out in the table below.

Average hours per week set out in contract	Cap on contractual hours to be worked per month
20	120
30	180

Employees should seek prior approval from their line manager before working hours in excess of the relevant cap. For the avoidance of doubt, such excess hours will fall within the employee's contractual hours and will not be paid in addition as overtime.

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. Hours worked in excess of the weekly average in any month will not usually be approved and paid as overtime; instead, the contract works to allow flexibility to work fewer hours in other months to achieve the average weekly hours across the calculation year.

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.

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, hours worked (including approved overtime hours) across the last calculation year (April to March) and the calculation year to date, 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 pre-approved overtime hours worked in the period and referencing the application approval. The line manager will submit written confirmation to the Treasurer of approval for the overtime hours. Only on receipt of confirmation by the line manager will the Treasurer arrange payment.