



Overtime and Additional Hours Policy

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Policy Category (Please Indicate)	1	Academy to implement without amendment
	2	Academy specific appendices
	3	Academy personalisation required (in highlighted fields)

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Version Control

Version	Revision Date	Revised by	Section Revised
V4	November 2023	A Hibbitt	<p>Section 1.3 – Prior knowledge must be in place before any claim and agreement</p> <p>Section 2 and 3 - Updated overtime for premises team to Time and a Half to standardise throughout Trust.</p>



1. General Statement

- 1.1 This policy applies to all employees of Exceed Learning Partnership, including those employed within the central team and those employed in each academy.
- 1.2 The purpose of this policy is to ensure that employees are appropriately reimbursed for any overtime or additional hours they undertake, on agreement with either the CEO/DCEO or Academy Principals.
- 1.3 All claims submitted must relate to a genuine requirement for additional hours/overtime to be undertaken and with the prior knowledge of the CEO/DCEO or academy Principals. For academy employees, claims must be submitted via the MYHR payroll system, completed by the employee and submitted to the Academy Business Manager for online verification, before being passed to the Principal for further verification and approval. For central team employees, claims will be verified and approved by the DCEO/CEO.
- 1.4 Employee expenses will be paid by BACS, in arrears, as part of the monthly salary payment. Overtime or Additional Hours will not, in any circumstances, be reimbursed from petty cash or cheque.
- 1.5 A split shift is defined as a working arrangement which requires an employee to make two separate journeys from home to work in a 12-hour period whilst undertaking the same job. Any such required split shift arrangement, as in the case of the caretaker/premises staff, will be factored into their contracted salary offer, and therefore hours falling within the agreed shifts will not constitute overtime/additional hours.
- 1.6 Where an employee would not usually work on the day of a Public Holiday, they will receive time off in lieu of the Public Holiday. Public Holidays are: Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, August Bank Holiday Monday, Christmas Day, Boxing Day and New Year's Day.
- 1.7 Employees are responsible for ensuring that:
 - a) All claims are in accordance with this and other relevant Trust policies
 - b) All documentation to support the claim is retained and attached to the claim form prior to authorisation
 - c) All claims are accurate, complete and are submitted within three months of undertaking the overtime/additional hours
- 1.8 Any additional payments to the CEO must be authorised by the Chair of the Trust Board or an appropriate person designated by them in their absence. All additional payments to the academy Principals and central team employees must be authorised by the CEO or an appropriate person designated by them in their absence. All other employee additional payments must be authorised by the Principal of each academy.
- 1.9 It is the responsibility of the authoriser to:
 - a) Ensure that overtime/additional hours' claims comply with this policy



- b) Give prior approval where necessary
 - c) Ensure all supporting evidence or explanations in support of the claim are attached to the claim form
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- 1.10 There may be exceptional circumstances which mean that this policy cannot be applied. These should be pre-approved by either the CEO or the individual academy Principal, with fully-documented evidence to support why applying the policy would leave the employee in an unreasonable circumstance.
 - 1.11 Submitting or authorising claims which do not adhere to this policy may be treated as misconduct and dealt with through the Trust's Disciplinary Procedures and in some circumstances may lead to criminal prosecution.
 - 1.12 The CEO/DCEO and academy Principals have the responsibility for ensuring that the Overtime and Additional Hours Policy is effectively implemented.
 - 1.13 This policy will be reviewed on an annual basis, or as otherwise directed by the CEO/DCEO, change of Trust policy, or legislative changes.

2. Working Hours: Non-teaching staff, up to 37 hours per week

This section relates to hours undertaken on an overtime basis by non-teaching staff, where the total of working hours, including their contracted hours, does not exceed 37 hours per week.

- 2.1 Weekday hours (between 6am and 6pm Monday to Friday) do not attract a premium hourly rate and will therefore be paid at "Plain Time" i.e. the standard contracted hourly rate pertaining to that member of staff.
- 2.2 In the case of the **caretaker/premises staff**:
 - a) Saturdays (between 6am and 6pm) will be paid at "Time & a Half"
 - b) Sundays (between 6am and 6pm) will be paid at "Time & a Half"
 - c) Night work (between 6pm and 6am Saturdays and Sundays) will be paid at "Time & two thirds"
 - d) Night work (between 6pm and 6am Mondays to Fridays) will be paid at "Time and two thirds"

3. Working Hours: Non-teaching staff, exceeding 37 hours per week

This section relates to hours undertaken on an overtime basis by non-teaching staff, where the total of working hours, including their contracted hours, exceeds 37 hours per week.

- 3.1 Where an employee has worked overtime/additional hours exceeding a total of 37 hours in a given week, they may receive time off in lieu for the additional time worked.
- 3.2 In the case of the **caretaker/premises staff**:
 - a) Saturdays (between 6am and 6pm) will be paid at "Time & a Half"
 - b) Sundays (between 6am and 6pm) will be paid at "Time & a Half"



- c) Night work (between 6pm and 6am Saturdays and Sundays) will be paid at "Time & two thirds"
- d) Night work (between 6pm and 6am Mondays to Fridays) will be paid at "Time and two thirds"

All additional hours relating to time in lieu must be logged via the online MYHR management system and be authorised by the appropriate Line Manager/Principal

4. Working Hours: Teaching Staff

- 4.1 The CEO or academy Principals may elect to make additional payments as they see fit to a teacher in respect of:
 - a) Continuing professional development undertaken outside the Academy day or outside of the contracted working week
 - b) Activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy
 - c) Participation in out-of-Academy hours learning activities agreed between the teacher and the Principal
 - d) Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional academies

Policy Reviewed November 2023:

Signed CEO: *B.A. Nixon*

Signed Chair of Directors: *J.B. Blundell*

Policy to be reviewed: September 2024