



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 190	OVERTIME MANAGEMENT AND WORKING PROCEDURE
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Authorised (Head of Dept/FEG)

Signed: _____ Date: _____
Name: _____
Post: _____

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
V 2.0	Apr 14			
V 2.1	Apr 17	James Lunn	Senior HR Manager	PSC Handbook

SECTION 2 PROCEDURAL STATEMENT

Nottinghamshire Police is committed to providing value for money. This is values managing our resources efficiently, effectively and economically, demonstrating robust financial management. Nottinghamshire police recognises that, at times and due to the nature of the service we provide, working additional hours is sometimes unavoidable, particularly in the event of unforeseen incidents and new requirements. At such times it can alleviate the pressures of delivering the service and ensuring 'We keep people safe'.

The intention of this Procedure is to provide guidance in the planning, budgeting and authorisation for additional hours to be worked by members of staff.

It also provides details of general corporate guidelines on the control and management of overtime.

Managing overtime effectively and efficiently is not just about reducing costs and overheads or about reducing or compromising the service provided by Nottinghamshire Police. It is recognised that sometimes it will be necessary

for members of staff to work beyond their agreed hours but it is the organisation's intention to give members of staff a better work/life balance by avoiding overtime wherever possible.

This Procedure is designed to provide guidance to both Police Officers and Police Staff regarding the need and authorisation of overtime.

Overtime payment rates are not covered in this Procedure. Please refer to the Police Regulations for Police Officer overtime rates and Police Staff Council Handbook for Police Staff overtime rates.

SECTION 3 GUIDANCE

3.1 Management Responsibility

It is the responsibility of line management to explore alternatives to overtime working bearing in mind that, with the exception of flexitime, there will be a cost to devolved budgets. Alternatives may include:-

- Use of part time members of staff to work additional hours
- Use of temporary staff
- Making full and proper use of the flexi- time scheme
- Ensuring Time Off in Lieu provisions are used as effectively as possible for all members of staff (refer to Time Off in Lieu Policy)

If the need for overtime is increasing or required regularly, alternative options may include:-

- altering staffing levels (temporarily or permanently) or
- restructuring working hours

If these options are to be considered, the relevant consultation must be entered into.

It is a manager's responsibility to ensure that work and resources are properly and efficiently planned, and peaks and troughs are taken into account within the planning process, in order to avoid the need for overtime working wherever possible. In the event that overtime cannot be avoided line managers should be satisfied that the additional hours are necessary for a specific reason and a specified time. Where overtime is used managers must authorise payments and identify its funding in advance.

Managers are expected to discourage overtime becoming part of the 'norm' as this contradicts the Force's work life balance programme and family friendly policies.

Managers are also expected to familiarise themselves with the Working Time Regulations 1998 and ensure they are working within these regulations.

Overtime requirements for specific projects need to be identified, planned for and approved in advance as part of the budgeting process for the project.

In the interest of keeping costs to a minimum managers must ensure that the overtime is being performed by the most appropriate member of staff ie it may be more efficient for a higher grade/rank of staff to work the additional hours as they will use them more effectively or it may be more cost effective to use a lower grade member of staff. This is a judgment that must be carefully considered.

In any event it is important to ensure that no one member of staff is working substantially more hours than others unless it is for a specified reason.

3.2 Eligibility to overtime

Part time members of staff will be paid at plain time rate until 37 hours have been worked in one week for Police Staff and 40 hours have been worked in one week for Police Officers.

Unless a Local Agreement exists to state otherwise, Police Staff graded above P4 (SCP 30) are above the overtime limit and are not eligible for normal overtime payments. Time off in lieu (TOIL) or other measures should be taken if additional hours are required to be worked. In exceptional cases, where planned addition hours are foreseen for a specific reason, then payment may be considered at plain time rate.

Only Police Officers of the rank of constable or sergeant may be eligible to receive overtime payment. Other ranks may be entitled to TOIL for additional hours worked beyond their agreed hours.

3.3 Training and overtime

The general principle is that overtime will not be paid for course training and travel time. Part time members of staff would, however, be paid up to full time hours for course attendance.

When nominating staff for training courses, managers should seek to get the best match between the course dates and the individuals working day/hours particularly when shift and part time staff are involved. If this is not possible or where staff are required, as individuals, to attend, line managers should arrange for those staff to be re-rostered giving as much notice as possible.

3.4 Police Staff –Additional Hours Worked for Above SCP 30

The Police Staff Handbook provides that overtime is payable to members of staff in receipt who work in excess of an average of 37 hours per week and of a basic salary of Spinal Column Point (SCP) 28, or less. By local agreement this had been raised to SCP 30 or less.

Periods of work of fifteen minutes or more should be paid at the appropriate rate.

The following two schemes are therefore intended to prescribe arrangements for members of staff above this limit. However before any of the following pay arrangements are introduced, managers must actively consider the option of TOIL, additional pay at plain time or use of the flexi-time scheme if applicable.

3.5 Planned Overtime

The following provision will be used primarily in connection with meeting deadlines for specific work, including that outside the control of Nottinghamshire Police, or individual Departments, where commercial, operational or legal necessity dictates.

Payment to be made in accordance with the member of staff's own SCP up to and including a maximum of SCP 45 with no enhancements.

In exceptional circumstances where planned overtime is undertaken by members of staff who are above SCP 45, payment to be made at the lower rate of SCP 45 with no enhancements.

No overtime will be paid for the first hour of extended working each normal scheduled working day (this provision will not apply to scheduled rest days).

On the limited occasions when members of staff are required to work on bank/statutory holidays, payment be made in accordance with the Police Staff Handbook.

3.6 Unplanned Overtime

Hours accrued by those above P4 (SCP30) and authorised under normal overtime rules and not as planned overtime, will in the first instance, only be eligible for Time Off in Lieu (TOIL). Please refer to the Time Off in Lieu Policy for further details.

3.7 Special Payments

Members of staff above P4 (SCP 30) who do not participate in a regular standby/callout scheme and are normally excluded from the TOIL scheme but are called out to respond to critical situations for which their line management consider their presence essential, will be paid overtime. This overtime will be paid at plain time rates for all the time necessarily spent working away from home, including travel time if called out from home (unless election for TOIL is made).

3.8 Overtime Arrangements for Standby and Callout

The arrangements for overtime payments for standby and callout schemes are specified in the Police Staff Handbook.

The number of persons on standby and callout at any one time must be kept to the absolute minimum, consistent with operational requirements and authorised by the Head of Department/Divisional Commander.

Each Department/Division must have a formal set procedure for operating and monitoring callouts and these must be strictly adhered to.

SECTION 4 PROCEDURE

4.1 Authorisation

All overtime worked should be authorised by the appropriate line manager.

All overtime over 2 hours must be agreed and authorised by the line manager prior to submission and recording on DMS.

4.2 Expenses

If a member of staff is called out to work overtime in an emergency from home and this involves an extra journey, the travelling time will be paid as overtime. In no other circumstances in relation to callout will travel time attract overtime payment.

All additional mileage will be paid for at the appropriate rate.

Overtime payments are all inclusive and travel and subsistence will not be paid as well (unless in exceptional circumstances described above).

4.3 Recording

All additional/overtime hours worked must be recorded on the Duty Management System irrespective of the method of claiming the time owed.

SECTION 5 LEGISLATIVE COMPLIANCE STATEMENT

This Procedural document has been drafted in accordance with relevant legislation including:-

- Human Rights Act 1998
- Data Protection Act
- Employment Act 2002
- Disability Discrimination Act 1995
- Race Relations Act 1976
- Sex Discrimination Act 1975

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- Health and Safety at Work Act 1974
- Working Time Directive 1998

This document has been drafted to comply with the General and Specific duties in the Race Relations (Amendment) Act 2000, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing.

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