

Guidelines

Title: ENHANCED PAY FOR OVERTIME, SHIFTS & UNSOCIAL HOURS

Ref: HR/ER

Last updated: 1 February 2013

Enhanced Payments

Enhanced payments for overtime, shifts and unsocial hours are only payable to staff in Levels 1–3.

OVERTIME:

The University's policy is that time off in lieu is normally given to staff who are required to work overtime. Such time off should normally be taken by agreement with the Head of School/Professional Service or their designated manager during the four weeks following the occasion on which the overtime is worked.

In exceptional circumstances the Head of School/Service, after discussion with the appropriate budgetary group accountant, may authorise the payment of overtime instead of granting time off in lieu.

For part-time staff, any overtime hours worked between their normal hours and the standard working week for full-time staff will be given at plain rate for time off in lieu (or payment).

For all staff, where the hours worked in any week exceed those of a standard full-time working week then each of these extra hours will count as

- double time when worked on a Sunday, public holiday or University holiday
- time and a half when worked on any other day.

These same rates apply to both payment and time off in lieu.

SHIFTS:

Shift payments, where applicable, will be paid at the rate of 10% of an agreed pay point. All rates are agreed with the trade unions.

UNSOCIAL HOURS:

Unsocial hours payments will be paid, where appropriate, as follows:

- 1.1 times hourly rate for first 2 hours on any occasion (after 8pm)
- 1.3 times hourly rate from 10pm to 6am (in excess of 2 hours)
- 1.5 times hourly rate for Saturdays
- 2.0 times hourly rate for Sundays, Bank Holidays and Closure Days

NOTE ON ENHANCED PAYMENTS:

Enhanced payments do not apply to staff whose contracts specifically require them to work additional hours above the standard working week nor to staff whose contracts require them to work unique patterns, (e.g. including weekends), in local agreements with the trade unions. Rates may differ to the above only if agreed locally with trade unions.