

AUTHORISED OVERTIME PAYMENTS

Planned overtime may be claimed by Officers within the SO/PO range and Assistant Directors for attendance at evening committees and for other duties outside normal working hours on the following conditions:-

- (a) The overtime has been authorised in advance by the Director of nominated officer.
- (b) Time off in lieu cannot be taken within the flexible hours arrangements.
- (c) The overtime involves either:
 - (i) attendance at a Committee, Sub-committee, panel or some other meeting at which at least one Council Member is present or at a meeting of an outside body as an officer representative of the Council. Such overtime should commence only after 3 hours have been completed in the office on the day and there should be a break of at least half an hour before the Committee starts.
 - or
 - (ii) other duties performed outside an officer's normal working week where the contract of employment does not include an obligation to work long irregular hours. Overtime in this case should be an exceptional nature in respect of functions arranged in advance and for a clearly defined purpose and not for the purpose of coping either with the ordinary day-to-day workload or occasional periods of peak activity.
- (d) That overtime is limited to a maximum of 200 hours for any employees in SO/PO grades and 135 hours for JNC employees.

2. Claims

Claims should be made regularly on a monthly basis and not be allowed to accumulate. Hours should be aggregated to the nearest half-hour and overtime claim forms should be sent direct to the Payroll Section. Subsistence allowances may not be claimed in addition to payment for planned overtime.

3. Rates

The planned overtime rates are set by the Greater London Whitley Council and are revised from time to time.