



## SCHEME FOR CONTRACT HOURS, CASUAL OVERTIME AND UNSOCIAL HOURS WORKING

### Introduction

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1. This scheme applies to all [graded employees](#), except those with annualised hours' contracts whose entitlements will be set out in their contract of employment.
2. Part time employees should also refer to the policy on [Payments for Part time Staff](#).
3. Where employees work flexi-time this scheme should be read in conjunction with the [flexi-time policy](#).

### General Principles

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4. The City of London Corporation's basic salary scales are for a 35 hour working week within the 'Core Time' of 7am to 7pm, Monday to Friday, excluding Bank and public holidays.
5. When calculating hours worked per week, a minimum of 45 minutes per working day should normally be allowed for a rest break. The rest break does not form part of working time and no payment shall be made for it (unless the contract of employment specifically states otherwise).
6. This scheme applies to specific grades of employees as set out in the appendices:
  - [Appendix 1 – Contract Hours](#)
  - [Appendix 2 – Casual Overtime](#)
  - [Appendix 3 – Unsocial Hours](#)
7. The scheme may be varied where a justifiable business case can be made. All business cases must be approved by the Chief Officer in consultation with the Director of HR. Where approved, the affected employee/s will be provided with an amended contract of employment as appropriate.
8. Contract hours and unsocial hours working will be paid for the same period of work, as long as the criteria for each of the payments are met. Each payment will, however, be calculated separately on a plain time basic rate.
9. Contract hours and regular planned unsocial hours worked in any month will normally be paid as part of that month's salary (i.e. they will not be subject to a monthly claim being made).
10. Casual overtime and casual unsocial hours working will normally need to be the subject of a monthly claim.
11. Claims for more than one month should not be submitted together.



12. Contract hours and unsocial hours' payments (but NOT casual overtime) are pensionable and form part of your normal pay for the City of London's Annual Leave, Sickness Absence, Maternity, Adoption and Maternity / Adoption Support Schemes.

### **Responsibilities**

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13. Employees should submit their claim in time for their department to check and submit it to the Chamberlain's Payments Office by the 15th day of the following month.
14. Payment will be made in the month after you submit your claim e.g. an authorised claim for January must reach the Payments Office by 15 February and payments will be made in March's pay.

### **Monitoring**

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15. The Pay Office will co-ordinate the monitoring of these allowances to ensure they are applied equitably and fairly across the organisation.

## CONTRACT HOURS

1. This appendix applies to employees who are required to work more than 35 hours per week on a permanent basis (i.e. those with contractual hours of above 35 per week).
2. Contract hours working is ordinarily limited to grades A – E.
3. Contract hours payments will be paid as a plain time percentage of basic annual salary, unless there is a justifiable reason for the contract of employment to specifically exclude such payments.
4. The contract hours payment is calculated using the formula:

$$\frac{(\text{Contractual hours} - 35) \times 100}{35}$$

e.g.

Contractual Hours (per week)	Calculation	Percentage
36¼	$\frac{1.25 \times 100}{35}$	3.6%
37	$\frac{2 \times 100}{35}$	5.7%
38½	$\frac{3.5 \times 100}{35}$	10.0%

5. Worked example:

An employee at grade A works a 37 hour week and has a basic annual salary of £11,840. The employee will, therefore, receive an annual contract hours' payment of:

$$£11,840 \times 5.7\% = \textbf{£674.88}$$



## **CASUAL OVERTIME**

1. Casual overtime working applies when the City of London request that employees work more than their contractual weekly hours on an ad hoc basis.
2. Where employees wish to claim compensation for casual overtime, it must be approved in advance their line manager, with the consent of the Chief Officer.
3. Casual overtime cannot be claimed:
  - By residential caretakers or housekeepers;
  - If the contract of employment specifically states otherwise;
  - During designated work breaks; or
  - For time spent on training courses.
4. Compensation for casual overtime varies dependent upon grade.
5. Employees at grades A – D can chose to reclaim overtime as either a payment or [flexi-time](#) / time off in lieu (TOIL) in areas where flexi-time is not operated.
6. Where employees at grades A - D are asked to work overtime on days which fall outside of their normal work pattern, or where they are recalled to work having completed their normal hours for the day, they are entitled to claim a minimum of 3 hours overtime (N:B This provision does not apply to residential employees).
7. Employees at grade E can reclaim overtime hours as [flexi-time](#) / TOIL (in areas where flexi-time is not operated). They may opt to claim payments for overtime in circumstances where:
  - The overtime is worked outside of core hours.
  - The overtime exceeds 2 hours within core time. In these circumstance, the first 1 ½ hours of additional work are unpaid.
8. Employees at grade F - H can only claim [flexi-time](#) / TOIL (in areas where flexi-time is not operated) for overtime worked.
9. The casual overtime scheme may be varied in circumstances where a justifiable business case can be made. All business cases must be approved by the Chief Officer in consultation with the Director of HR.
10. Compensation for overtime will only be due on hours worked in excess of the employee's normal hours of work for the week, as stated in their contract of employment (or their normal cycle of work where this is longer).
11. Casual overtime payments will only be due when an individual has worked for at least one continuous 1/2 hour period before or after their normal shift (thereafter, overtime can be claimed to the nearest 1/4 hour).



12. Overtime payments will be made on a monthly basis.
13. Casual overtime will be calculated using the individual's basic hourly rate and, depending on the days on which it is worked, will be paid at either time and a half or double time, as outlined below:
- Time and a half is payable Monday – Saturday;
  - Double time is payable on Sundays, Public and Bank Holidays.

*There are separate arrangements for the performance of duties carried out at official City of London functions (contact Departmental HR for details).*

14. Basic hourly rates are calculated using the following formula:

$$\frac{\text{Annual Basic Salary} \times 7}{365 \times 35}$$

15. TOIL (in areas where flexi-time is not operated) is accrued on a plain time basis (i.e. one hour of TOIL can be claimed for one hour worked beyond contracted hours) regardless of the day on which it is accrued (i.e. the same rate applies on weekdays, weekends, public and Bank holidays). TOIL can only be taken when no other form of compensation has been claimed for the period of casual overtime in question.

## UNSOCIAL HOURS WORKING

1. Unsocial hours working is ordinarily limited to employees at grades A – D, and applies where employees are required to work outside of the core times of 7am – 7pm Monday to Friday (excluding Bank / Public Holidays).
2. Unsocial hours payments will not be due in circumstances where:
  - the contract of employment explicitly states otherwise; or
  - where arrangements to work outside of core hours are the result of a [flexible working](#) request.
3. Unsocial hours will be paid as a percentage addition to basic salary for those hours worked outside of core times, as shown below.

*N.B: When calculating unsociable hours' rates due, the following rule must be applied: Friday night ends at 7am on Saturday morning, and Sunday night ends at 7am on Monday.*

Day	Time period	
	07.00 – 19.00	19.00 – 07.00
Monday – Friday		20%
Saturday	20%	60%
Sunday	40%	60%
Public & Bank Holidays	40% + TOIL *	60% + TOIL *

*\* TOIL is not paid on overtime worked on these days*

4. Where employees work a regular rota of unsocial hours, the rates above will be used to calculate a single percentage addition to their basic salary (taking into account hours worked during core time). The calculated percentage rates will be rounded up to the nearest whole number.
5. In circumstances where a public holiday falls during a weekend and an alternative day is substituted as a Bank holiday (e.g. Christmas Day falls on a Sunday, and the Monday is designated as the Bank holiday), unsociable hours payments will only be due on one of these days as decided in advance by the department, in consultation with Corporate HR.
6. Where an employee works on a rota over 5, 6 or 7 days and their rest day falls on a Bank Holiday, compensatory paid leave will be granted to be taken at a time agreed with the relevant Chief Officer.