



November | 17

Unity Academy Trust

Overtime Policy

INTRODUCTION

This policy has been written to provide guidance on eligibility and payment of overtime payments for teaching and support staff within Unity Academy Trust, and is to be read in conjunction with the Trust's Pay Policy.

We recognise that many staff regularly work additional hours on a voluntary basis, and we are extremely appreciative of the commitment and dedication shown by these colleagues.

Staff will only be paid for additional hours worked where this has been requested or agreed in advance by a member of SLT (Executive Headteacher, Headteacher, Deputy/Assistant Headteacher, INCo or Business Manager).

PRINCIPLES

Unity Academy Trust is committed to providing children with the best possible education using the budget available. The vast majority of the Trust's income is spent on its most valuable resource: our staff. Budget constraints mean that it is not possible to remain regularly overstaffed, so we rely on the goodwill and flexibility of colleagues to work additional hours and to cover eventualities such as long and short term staff absences and extra-curricular activities. We recognise that our staff have a variety of commitments outside school, and we expect and encourage them to maintain an appropriate work-life balance. Where staff are asked to work additional hours beyond the normal scope of their role, this will never be compulsory, and we will always provide as much notice as possible.

PAYMENT FOR WORKING ADDITIONAL HOURS

Teachers

Teachers who agree to provide activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to a payment based on the job evaluation of the post, which pay be at their usual rate of pay, or at a non-teaching rate of pay depending on the nature of the work.

The amount of hours and the rate of pay must always be agreed in advance.

For teachers, we calculate the hourly rate by dividing their annual salary by 1,265. Where a full day of overtime has been worked, payment will be calculated by dividing the annual salary by 195.

Support staff

Support staff who agree to provide activities outside of their normal working hours and whose salary range does not take account of such activity will be entitled to a payment based on the job evaluation of the post. Details of the relevant hourly rate for each point on the Bexley salary scales can be found at: <https://www.bexley.gov.uk/sites/bexley-cms/files/Bexley-salary-scales-1-to-9%20.pdf>

Cover supervisors taking on increased teaching responsibilities within their usual working hours may be paid at an enhanced 'plus rate', but may also be entitled to claim for additional hours worked, depending on the requirements of the role.

The amount of hours and the rate of pay must always be agreed in advance.

Submitting a claim for payment

Staff may only claim payment for additional hours where these hours have been **agreed in advance** by a member of SLT. Staff who complete overtime regularly are asked to keep accurate records of their hours worked, to refer to in the event of a dispute.

Additional hours will always be paid a month in arrears, so for example overtime worked in September will be paid in October, and so on.

Payment will only be processed on receipt of a fully completed, signed and authorised overtime claim form. This must be submitted by the 1st working day of the month after the overtime was worked, or by the given deadline (whichever is earliest). Overtime can only be claimed in complete multiples of 15 minutes.

An email reminder will always be sent to staff in advance to remind them of the deadline for claims.

For accounting and budgeting reasons it is very important that claims for payment are made promptly at the end of each month. Where the deadline has been missed, payment can be carried over to the following month with agreement from the Business Manager. Any claim for payment received more than 30 days after the end of the month in which it was worked, will not be paid.

MONITORING AND EVALUATING

Senior leaders and Governors will evaluate the effectiveness of this policy annually. Unity Academy Trust is committed to paying staff fairly and in line with the STPCD, national and local pay agreements. Any staff member with a query regarding reimbursement for additional hours is encouraged to speak to their Headteacher in the first instance.

Review date: November 2018