

Overtime payments - Employees on Band 9 and above

It is essential that employees obtain agreement from their manager before working additional hours.

1. Overtime payments will not normally be made to employees who are paid above Band 8. In circumstances where employees work additional hours they may be granted time off in lieu, to be agreed with their manager.
2. In exceptional circumstances (e.g. to complete a specific project) payment may be made to employees who are paid above band 8, as set out below, subject to budget provision being available.

Overtime payments will not be made until the employee has worked a minimum of 37 hours as detailed below:

Band 9	Overtime paid immediately NB overtime of less than half an hour on any day is excluded
Band 10	First 10 hours per calendar month without payment
Band 11-13	First 20 hours per calendar month without payment
Band 14-20	First 30 hours per calendar month without payment

All claims should be made on the Overtime Claim Form in Section 8.