

Overtime

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Policy Statement

Summary

West Yorkshire Police (WYP) will ensure that where working overtime is deemed to be essential, that necessary cover is provided in the most cost effective manner. Overtime may be given in cases such as to maintain a specific level of service or complete a specific task, whilst also meeting standards. However, the use of overtime must always be minimised with other options first considered. Factors such as business need, health and safety, cost and wellbeing must also be taken into account by managers.

Overtime can be either expected or unexpected overtime. Expected overtime are planned instances and are always pre-approved, whereas unexpected overtime is not anticipated, and in certain circumstances may require retrospective approval.

This policy is compliant with the Working Time Regulations 1998 and it ensures that expenditure on overtime is properly authorised, controlled and reviewed.

Scope

This policy procedure applies to all police officers and police staff.

Principles

General

- Police officers can be directed to work overtime.
- Police staff cannot be directed to work overtime, they can only volunteer.
- Where reasonably practicable, authorisation must be sought before any overtime is worked. On occasions where this is not appropriate and in exceptional circumstances, authorisation may be granted following the occurrence. Such occurrences are considered unexpected overtime and an example of this would be making an arrest off duty.
- When unexpected overtime is needed time given must be limited to the amount necessary to complete the required task.
- Planned and duty planning overtime will always have an agreed time allocation, after which further authority must be sought. NB This may require SLT approval.
- Police officers will be compensated for overtime in accordance with the Leave and Hours of Duty policy and police staff in accordance with Terms and Conditions.
- When police staff work additional hours in a lower grade post, this overtime will be paid at the highest spinal column point of the lower grade. This spinal column point must be at least 1 below the staff member's pay point in their substantive role.
- For police staff working additional hours in a higher grade post, this will be

paid at the lowest spinal column point of this higher grade.

Overtime 'Triggers'

Overtime 'Triggers'

- There are different triggers which will require officers and staff to work overtime and therefore the provisions of this policy will apply. Planning and authority given for overtime will depend on the circumstance.
 - Spontaneous events can occur during the course of the individual's usual shift, e.g. an arrest or incident, which may require their retention on duty to be beyond the expected end of that tour. Line managers must authorise overtime in these cases.
 - Pre-planned operations are events planned in advance which will have explored all opportunities to minimise the use of overtime during their planning.
 - Authority for pre-planned overtime will be made centrally, for example by operations planning, or locally in a district/department by the senior leadership team (SLT) or delegate.
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Overtime Compensation

Overtime Rates of Pay

- Where the above overtime triggers have been met Police Officers and Staff will qualify to be paid overtime. Clarification of overtime rates is available as outlined below:
 - Police Officers - Overtime pay for police officers will be paid in accordance with the Police Regulations 2003 – Regulation 25 / Annex G. Information can also be found in the Police Federation Quick Reference Guide at www.polfed.org.
 - Police staff - Overtime pay for police staff will be paid in accordance with the rates set out within the Terms and Conditions, section 1.4.1 additional hours.
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Responsibilities

Individuals

Responsibilities

- Individuals are responsible for:
- Where reasonably practicable, obtaining authorisation from the relevant Line Manager before working any overtime.
 - Where prior authorisation of unexpected overtime is not possible, obtaining retrospective authority from their Line Manager as soon as

practicable. Such authority must be requested by outlining the reasons for the overtime claim in writing to their Line Manager for consideration.

- Having the following information available for the authorising officer:
 - The exact reason to work overtime, including specific details of the required task(s);
 - The approximate length of time required to complete the specific task(s); and
 - Any details of their duties on the next working day. In particular if their next working day is a rest day or a period of leave, as this has financial implications.
 - Ensuring all overtime, whether for payment or TOIL (time off in lieu), is claimed following the completion of the overtime or when they next book onto CARM.
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Line Managers

Responsibilities

Line managers are responsible for:

- Ensuring that overtime is used in the most efficient and effective manner possible, targeting prevailing demand and addressing local policing issues;
- Considering all other options, such as waiting till the next tour of duty, and arranging a handover to someone who is working, before authorising overtime;
- Not authorising overtime unless all other reasonable alternatives have been considered first;
- Taking into account staff wellbeing and health and safety when considering overtime, especially when this falls on a rest day or period of leave;
- Ensuring, wherever possible, that overtime is authorised before the individual works it;
- Giving as much notice as is possible when overtime working may be required;
- Identifying and covering any known absence as far in advance as possible in order to minimise the need for overtime;
- Ensuring overtime is not used for the completion of administrative tasks;
- Ensuring that staff adhere to the Working Time Regulations, and that the need for overtime is compliant with the Police Regulations 2003 and Police Staff Terms and Conditions;
- Ensuring effective supervision takes place during the overtime period;
- Considering whether there is the budget available for allowing overtime;
- Verifying the exact need to work, including the specific nature of the task and the amount of time required to do it;
- Recording the authority for the overtime to be worked on CARM, and checking CARM ensuring all overtime is accurately recorded and promptly submitted for payment or TOIL;
- Reviewing claims for unexpected overtime including the reasons for it

occurring. Updating CARM where the request needs authorising, but referring the matter to the responsible SLT member for consideration if there is no reasonable explanation; and

- Authorising overtime worked in a lower grade for police staff, through CARM and emailing the Pay Section including the name and employee number of the staff member as well as details of the overtime worked and the scale the overtime should be paid at.
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Senior Leadership Teams (SLT)

- Responsibilities** SLT are responsible for:
- Considering claims for unauthorised overtime where the line manager has found no reasonable explanation for the officer or staff member failing to obtain authorisation; and
 - Approving planned and duty planning overtime as appropriate within district or department.
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Pay Section

- Responsibilities** The Pay Section are responsible for:
- Verifying claims by checking the CARM system ensuring the information matches what is included in the email from a line manager, for overtime worked in a position of a lower grade; and
 - Making manual adjustments in the payroll system to accommodate overtime payments.
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Additional Information

Compliance

This policy complies with the following legislation and policy:

- Working Time Regulations 1998
 - Police Regulations 2003
 - Leave and Hours of Duty – Police Officers policy
 - Shift Working and Working Time – Police Staff policy
 - Terms and Conditions – Police Staff
 - Data Protection Act 2018
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