WELLESBOURNE AND WALTON PARISH COUNCIL



**Management of Overtime Policy**

Adopted May 2021

Wellesbourne and Walton Parish Council (WWPC)

Management of overtime policy

To ensure the effective functioning of WWPC, it is necessary in exceptional circumstances to agree to overtime being worked. The Council is aware that this needs to be done in the most effective way.

The procedures should be as follows.

1. All overtime requests should be approved before the time is worked.
2. The Chairman or Vice Chairman of WWPC are to approve overtime, on behalf of WWPC, of all staff and if neither is available the Chairman of the Office and Staffing Committee may approve it.
3. The request for overtime should be finite in that an amount of time should be specified. It should not be exceeded without further approval.
4. The Clerk should keep a timesheet of all overtime worked by all staff members. This timesheet should be presented to each meeting of the Office and Staffing Committee on a six weekly basis.
5. The Chairman of the Office and Staffing Committee should update WWPC of the overtime situation regularly and not less frequently than every three months.
6. All overtime will be paid at the hourly rate of the member of staff. There may be circumstances where TOIL is taken. This would be at the discretion of the Chairman/Vice chairman of WWPC and would be reported to the Office and Staffing Committee.