



BRACKLEY TOWN COUNCIL

Overtime/TOIL Policy

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1. Introduction

- 1.1 Brackley Town Council (BTC) recognises that the nature of some roles means that employees may be expected to work such hours as are necessary to complete their work. This sometimes means that working hours may include early mornings, evenings, nights and weekends. However, BTC also has a duty to protect the health and safety of all employees by ensuring that they do not work too many hours and that they are recompensed if it is necessary for them to work extra hours.
- 1.2 The aim of this policy is to set out the circumstances in which it is appropriate for overtime/TOIL to be granted and to explain how the policy works. By setting out clear guidelines, we aim to ensure that the provisions for are administered equitably.
- 1.3 The standard working week is 37 hours and this is normally for seven hours 30 minutes per day Monday to Thursday and seven hours on Friday. However, due to the nature of some jobs, the hours worked may be flexible.
- 1.4 Generally, employees working additional hours will accrue this as TOIL, however, it is recognised that this may not always be an option during busy periods.
- 1.5 Maximum weekly working hours – employees cannot work more than 48 hours a week on average – normally averaged over 17 weeks. This law is sometimes called the ‘working time directive’.

2. Main Points

- 2.1 Should you be required to work hours in excess of your normal contractual working hours, you may be eligible to be paid overtime or to claim TOIL. Please note that should you work extra hours without having first agreed this with your manager or being asked to be work extra hours, you may not be eligible to be paid for overtime or to receive TOIL.
- 2.2 All overtime claims must be made using the appropriate overtime payment form or timesheet.
- 2.3 Overtime payments will be paid for authorised overtime worked that exceeds your core weekly contractual hours – in most cases, this is 37 hours.
- 2.4 Overtime rates are:
Monday – Friday will be paid at basic rate if in addition to the 37 hours
Saturday will be paid at time-and-a-half if in addition to the 37 hours (except where contract includes weekend working)
Sundays and Bank Holidays will be paid at double time if in addition to the 37 hours (except where contract includes weekend working)
- 2.5 Where the above criteria is met, the Town Clerk should approve the payment.
- 2.6 You are not expected to work overtime on a routine basis.

- 2.7 If you would prefer to receive TOIL rather than an overtime payment, this must be agreed in advance with your line manager. As a rule, TOIL should be taken at a time that does not cause undue problems for the smooth running of the council. You should plan appropriately and must gain agreement from your line manager prior to taking your TOIL.
- 2.8 TOIL should be taken as soon as possible and within 3 months of accrual. It is acknowledged that occasionally it may be impossible to take the agreed time off immediately. If this is the case, you should agree when you will take it with your line manager.
- 2.9 TOIL accrued outside of normal working hours will be reimbursed at standard rather than at an enhanced rate.