



## **Eastbrook School**

### **Overtime Policy**

School Governors are aware of the implications of the different categories of overtime.

#### **1. Contractual Overtime**

Contractual overtime is specified in the contract of employment and as a result imposes a contractual duty on the employer to pay for the overtime and on the employee to work the overtime.

In considering the need for contractual overtime, the Governing Body assesses:

- the needs of the school for that category of employee
- the necessity to require an employee to work
- the implications of an inability to staff an identified need

The GB is aware that in legal terms, a proposal to reduce contractual overtime is likely to fall within the definition of redundancy. However, as the whole post will not be redundant, the possibility of suitable alternative employment will always be carefully explored.

#### **2. Conditional and Regular Overtime**

Conditional overtime is work done by one or more employees in order to maintain a routine but is not specified in the contract of employment.

Regular overtime is work done by an employee on a regular basis, but again is not specified in the contract of employment.

A proposal to reduce conditional or regular overtime is not likely to fall within the definition of redundancy.

#### **3. Casual Overtime**

Where an employee is asked and agrees to work additional hours on an irregular basis, then payment will be made at the appropriate rate of pay

#### **4. Procedure**

All overtime arrangements must be agreed by the Headteacher before they take place.

All overtime arrangements which will exceed £5,000 in any one financial year must be agreed by the Finance and Personnel Sub-Committee.

All overtime arrangements which will exceed £10,000 in any one financial year must be agreed by the Governing Body.