



University of
St Andrews

Overtime policy

Document type	Policy
Scope (applies to)	All staff
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Approver	Deputy Director of Human Resources
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School / unit	Human Resources
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Key terms	Staff/Pay and benefits/Pay rates arrangements
Purpose	Provide guidance to managers and employees on the operation of overtime.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.4	Amending the expiry date only to coincide with policy review consultation dates.	Published	Lisa Stewart HR	25/07/2024

1. Purpose

- 1.1 This policy is intended to provide guidance to managers and employees on the operation of overtime to ensure that arrangements do not negatively impact either the employee or the University.
- 1.2 There is no contractual entitlement to overtime working and all overtime must be authorised in advance.

2. Scope

- 2.1 This policy applies to all employees paid within Grades 1 to 6 of the University's pay structure.
- 2.2 This policy does not apply to the University's stand-by and on-call arrangements for which separate guidance applies.

3. General principles

- 3.1 Overtime will be voluntary.
- 3.2 Before overtime is undertaken, its extent must be agreed between the manager and the employee who will be doing the overtime. As part of this discussion, there will be an agreement regarding the mode of reimbursement, i.e. time off in lieu or overtime payment.
- 3.3 While the duration of overtime will normally be agreed beforehand, it is recognised that, in certain circumstances, it is difficult to predict the exact length of overtime, e.g. in the Residences/Estates where, for example, an event may run over.
- 3.4 Overtime is defined as hours worked in excess of the basic full-time weekly hours of work (36.25 hours per week) irrespective of the days worked. Where part time staff work more than their normal contracted hours but less than the full-time hours, the additional hours are payable at their standard rate of pay.
- 3.5 When asking a member of staff to work overtime, the Working Time Regulations 1998 must be considered. These guidelines state that an individual should not work more than 48 hours per week on average. (Further guidance on the application of the Regulations is available from the relevant [HRBP](#)).

4. Time off in Lieu

- 4.1 Employees who have agreed to take time off in lieu will receive this at plain time irrespective of when the overtime is worked i.e. if an employee works one additional hour, they will be entitled to take one hour off in lieu.

5. Payment of Overtime

- 5.1 Compensation for paid overtime shall be as follows:
 - 5.1.1 Monday – Sunday: time and a half (once 36.25 (full time) hours have been worked).
 - 5.1.2 Employees entering their 6th and 7th day of continuous working will be paid at time and a half regardless of whether or not they are part time or have reached the 36.25-hour ceiling.

Please note this does not apply where the work pattern spans more than one week (Monday – Sunday) or staff work a varied shift pattern spanning a number of weeks.

5.1.3 Employees working on recognised Statutory Days (May Day, 25 and 26 December and 1 and 2 January): will be paid double time, time plus time, and will be permitted to take the equivalent hours worked as holiday at another time subject to the agreement of the manager.

5.1.4 There are certain cases where routine overtime is subject to a rota. Special arrangements have been made in these cases to incorporate specific compensation in annual salary.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart Human Resources	27/06/2019
1.1	Change of classification from internal to public	Published	Lisa Stewart Human Resources	23/10/2019
1.2	Additional sentence added to 5.1.2 (in bold)	Published	Lisa Stewart HR	02/09/2020
1.3	Change to review date only.	Published	Lisa Stewart HR	07/12/2022
1.4	Amending the expiry date only to coincide with policy review consultation dates.	Published	Lisa Stewart HR	25/07/2024