



Additional Working and Overtime

Academic staff

Payment at the appropriate part-time hourly rate will be made for additional teaching duties where the additional teaching is:

- In an evening session
- Outside the teacher's normal contractual hours.

Normally no payment will be made for work that could be completed within contractual terms and conditions.

These payments will need to meet the following criteria:

- Approved by the Head of School and the Deputy Vice-Chancellor Director prior to it being worked.
- Approval in (3) above will depend upon the availability of finance either within existing budget or from income generated in whole or part by the additional teaching duties in question.
- Payment should be claimed on the part-time lecturer claim form and submitted to the Head of School and the Deputy Vice-Chancellor for signature and appropriate budget code.
- Time off in lieu may be granted instead of payment (e.g., where the number of additional hours is small).

Professional Services

Overtime is only available to staff on Grades 1 – 6, and payment for overtime must be agreed in advance, before the overtime is worked, with an appropriate Manager. Time off in lieu may be granted instead of payment.

If additional working has not been agreed in advance TOIL (time off in lieu) can be accrued. TOIL is only ever accrued on an hour for hour basis.

Full time staff working in excess of 37 hours

- Monday to Saturday, agreed overtime payments are paid at time and a half.
- Sunday agreed overtime payments are paid at double time.

Part time staff working Monday to Friday

- **Additional hours, in excess of normal working hours up to 37 hours in a Monday - Friday week, will be paid at plain time, or taken as TOIL. Overtime will only be paid once 37 hours have been worked in that week.**
- Saturday working, which is in addition to the normal working week, is paid at time and half regardless of whether 37 hours has been worked.
- Sunday working, which is in addition to the normal working week, is paid at double time regardless of whether 37 hours has been worked.

Part time staff working a contractual shift pattern

Staff working on a 5 out of 7 rota will only receive the above Saturday and Sunday premium payments when additional hours are worked outside of their rostered day in that week (Monday – Sunday).

Summary of payments for additional hours worked (if payment has been agreed)

Normal working pattern	Full or part-time	Day that extra hours are worked	Payment due
Monday to Friday	F/T	Monday - Saturday	Time +1/2
Monday to Friday	F/T	Sunday	Time x2
5 out of 7 roster	If roster doesn't include Saturday	Saturday	Time +1/2

Normal working pattern	Full or part-time	Day that extra hours are worked	Payment due
5 out of 7 roster	If roster doesn't include Sun	Sunday	Time x2
5 out of 7 roster	If roster includes Saturday	Saturday	Plain time
5 out of 7 roster	If roster includes Sunday	Sunday	Plain time
Monday to Friday	P/T worked less than 37 hours	Monday - Friday	Plain time
Monday to Friday	P/T worked less than 37 hours	Monday - Friday	Time +1/2
Monday to Friday	P/T worked normal working week	Saturday	Time +1/2
Monday to Friday	P/T worked normal working week	Sunday	Time x2

General Issues

Arrangements for working outside of normal working hours for staff working Monday to Friday 8am to 6pm are based on the NJC Scheme of Conditions of Service (Purple Book) as at 31st March 1989. Staff who work outside of the above working pattern are subject to individual contract variation.

