

**APPENDIX G****Overtime payments for local government service staff****For full time staff****i) For staff on Scale Point 4 to 10 (Scale 1a to Scale 1c)**

Monday to Saturday = time and a half (in accordance with the National Conditions of Service) with the hourly rate calculated as follows:

Annual salary minus £2,412\* plus £120\*\* ÷ 365 × 7 ÷ standard number of hours per week (e.g. 36)

\* £2,412 relates to the additional figure for London Weighting that is included in the Outer London Pay Spine 2009

\*\*£120 relates to the London Allowance in 1972 (frozen at this level).

Extra time of less than ½ hour will not be paid for.

Sunday: Double time.

**ii) For staff on Scale Point 11 to 28 (Scale 2 to Scale 6)**

Monday to Saturday = time and a half (in accordance with the National Conditions of Service) with the hourly rate calculated as follows:

Annual salary minus £1,755\* plus £105\*\* ÷ 365 × 7 ÷ standard number of hours per week (e.g. 36)

\* £1,755 relates to the additional figure for London Weighting that is included in the Outer London Pay Spine 2009

\*\*£105 relates to the London Allowance in 1972 (frozen at this level).

Extra time of less than ½ hour will not be paid for.

Sunday: Double time.

**For Part time Staff**

For hours totalling less than the normal number of full - time hours per week / year, standard time only is paid and calculated as follows:

Inclusive annual salary ÷ 365 × 7 ÷ standard number of hours worked per week (e.g. 36)

For any hours over the full time equivalent, the calculation would be the same as for full time staff.

Continued over

### **Planned additional hours for staff on grades SO1 and above**

Payment for planned additional hours may be made in accordance with the provisions of the National Conditions of Service (Green Book, Part 3 paragraph 2.4).

The planned additional hourly rates are set each year, and are currently as follows:

SO1 - SO2	£19.18
PO1 - PO3	£20.54
PO4 - PO7	£22.29

There are no different rates for Saturday and Sunday.

### **Site manager / caretaker overtime and lettings**

The overtime hourly rate will be individual to the caretaker based on the spinal point of the salary scale on which he/she is paid (or if graded at SO1 and higher at a nationally agreed rate for overtime). The standard hourly lettings rate, however, will normally be at a set rate based on spinal point 7 of the pay scale (£6.88 per hour from 1 April 2009).

If the school wish a different hourly rate to apply for lettings work this should be indicated on the form submitted to payroll. This may be appropriate, for example, where the caretaker received a higher lettings rate prior to the pay and grading review and the hourly rate is protected.

A premium applies to both overtime and lettings payments. On weekdays and Saturdays the premium is 1½ times the hourly rate and on Sundays and Bank Holidays the premium is 2 times the hourly rate. For lettings only, where work carries on beyond 8.00 pm an additional premium is paid.

If during the period of a letting the caretaker is required to undertake active duty in excess of 30 minutes then the overtime rate rather than the lettings rate should apply. Such active duty would include cleaning and maintenance work.