

<b>Date of Policy</b>	<b>17 January 2025</b>
<b>Review Date</b>	

Per Employment and Appraisal Committee 14/01/2025 this policy is to be implemented immediately and will be authorised in retrospect by full Council on 11 February 2025.

## **Brimington Parish Council Overtime Policy**

### **Introduction**

This policy outlines the payments made by Brimington Parish Council to employees who work overtime, and it applies to all employees.

### **Scope**

It is not expected that overtime will be applicable to the average working week as there should be sufficient time in your weekly contracted hours for carrying out the normal work load.

### **Authorised Overtime**

It is a contractual part of your employment that you work sickness and holiday cover for your co-workers.

Overtime may be claimed for an emergency alarm call out for the time that you are attending the Centre.

Overtime will be paid for training courses and other such events as directed by the Council.

### **Large Events**

It is expected that all staff will attend and help with large scale events held by the Council. Hours for these events should be noted on your timesheet and authorised by your line manager.

### **Any Other Overtime**

Any other overtime needs to be requested in writing and authorised in writing by your line manager **prior** to it being worked, with reasons clearly stated why it was not possible to fit the task in your normal contracted hours. This is so we can ensure that we can keep our expenditure within the budgets set by Brimington Parish Council.

### **Policy Review**

This policy will be reviewed annually.

### **Acknowledgement**

All employees and councillors are required to read, understand, and adhere to this policy. By continuing your service at Brimington Parish Council, you agree to comply with this Overtime Policy.

Signed by Employee \_\_\_\_\_ Date \_\_\_\_\_