

# Human Resources

## PRE-ARRANGED OVERTIME (OPERATIONAL EMPLOYEES)

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South Yorkshire  
Fire & Rescue  
WORKING FOR A SAFER  
SOUTH YORKSHIRE

## PRE-ARRANGED OVERTIME POLICY – UNIFORMED EMPLOYEES

### INTRODUCTION

1. South Yorkshire Fire and Rescue (SYFR) is committed to achieving optimum levels of service across the region. In order to achieve corporate objectives and improve service levels and efficiencies, SYFR acknowledges that overtime may need to be arranged in order to benefit the organisation and the community served.
2. The following policy outlines the eligibility criteria, process and management of overtime for operational employees.
3. As a member of the Dignity at Work Partnership<sup>1</sup>, SYFR is committed to promoting a positive working environment where the dignity and respect, to which all employees are entitled, is not undermined. No employee should be treated less favourably on the grounds of race, gender or gender reassignment, disability, sexual orientation, religion or spiritual belief, colour, nationality, national or ethnic origin, marital/parental status, family ties, trade union or political belief, hours worked, or any other reason, either directly or indirectly.

### SCOPE

4. Payment for prearranged overtime applies to employees in the roles of
  - a. Watch Manager and below
  - b. Station Managers not on the flexible duty system (FDS) in the case of casual overtime
5. Payment is made at time and a half or double time on a public holiday.
6. Overtime rates of pay apply to employees on the retained duty system (RDS) only where they work in excess of 42 hours in a seven day period.

### PRE-ARRANGED OVERTIME

7. Pre-arranged overtime may be utilised to achieve a specific objective contained within the Authority's Corporate Plans. Pre-arranged overtime will not be used to make up any planned shortfall in the overall staff levels set out in the Fire Authority's Integrated Risk Management Plan.
8. Pre-arranged overtime will be undertaken on a voluntary basis, and will be paid as per paragraph 4. An employee will be restricted to 24 hours per month pre-arranged overtime averaged over a six-month period. Overtime payments will not be pensionable.

<sup>1</sup> The Dignity at Work Partnership is a partnership between the Government, Unite (the UK's largest union) and major public and private sector organisations. For further information on the Partnership, see [www.dignityatwork.org](http://www.dignityatwork.org)

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9. Existing arrangements for working casual overtime will not be affected by this policy. Casual overtime will not count towards the restricted pre-arranged level of 24 hours per month, although excessive casual overtime may limit the amount of pre-arranged overtime available to an employee in accordance with the provisions of the Working Time Regulations.
10. The payment of overtime at enhanced rate (e.g. at one and a half times the appropriate hourly rate) will only be for hours worked above the full-time equivalent contractual hours for the working week. Travelling time and/or reimbursement of travelling costs will not be paid for staff attending an alternative base to undertake pre-arranged overtime.

### ELIGIBILITY

11. Employees will be eligible to work pre-arranged overtime providing the following criteria are met:-
  - Employees are not undertaking a period of annual leave
  - Employees undertaking pre-arranged overtime must do so in accordance with the conditions of the Working Time Regulations 1998
  - Employees must have at least two periods of 24 hours free from duty each week
  - An employee is not at Stage Three or above of the Brigade's Sickness Absence Policy (or is undertaking sickness-related Modified Duties) at the time the pre-arranged overtime becomes available, subject to the provisions of the Disability Discrimination Act 1995
  - An employee is not subject to an active warning following the application of a formal procedure (e.g. in relation to conduct, capability, et c.). Where an employee is in the process of appealing against a warning, whether verbal or written, they will not be eligible.
12. To be eligible for overtime, the employee must be either competent or under development, in the functions of the role that they are occupying during a period of pre-arranged overtime.

### WORKING TIME REGULATIONS

13. The basic rights and protections that the Regulations provide are:
  - a limit of an average of 48 hours a week which a worker can be required to work (though workers can choose to work more if they want to)
  - a limit of an average of 8 hours work in 24 which nightworkers can be required to work
  - a right for night workers to receive free health assessments

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- a right to 11 hours rest a day
- a right to a day off each week
- a right to an in-work rest break if the working day is longer than 6 hours
- a right to 4.8 weeks paid leave per year.

### PROCEDURE TO MANAGE PRE-ARRANGED OVERTIME

#### Rota for Watch based staff

14. The table below details those shifts that the Watch down the left column will cover for the Watch across the horizontal.

	Green	Red	White	Blue
Green	X	2 <sup>nd</sup> night	1 <sup>st</sup> day	2 <sup>nd</sup> day & 1 <sup>st</sup> night
Red	1 <sup>st</sup> day	X	2 <sup>nd</sup> day & 1 <sup>st</sup> night	2 <sup>nd</sup> night
White	2 <sup>nd</sup> night	2 <sup>nd</sup> day & 1 <sup>st</sup> night	X	1 <sup>st</sup> day
Blue	2 <sup>nd</sup> day & 1 <sup>st</sup> night	1 <sup>st</sup> day	2 <sup>nd</sup> night	X

15. A register of personnel who have formally expressed an interest in undertaking pre-arranged overtime working will be utilised to maintain a roster. Registered employees who are based at the location where there is a requirement for pre-arranged overtime will be afforded the initial opportunity to work that overtime, subject to the conditions of paragraphs 11-12.
16. Where, for whatever reason, there is a requirement to offer the pre-arranged overtime to employees external of the location where it is available, the Availability Section shall determine the most suitable employee to undertake the pre-arranged overtime by considering the most efficient and effective deployment in the circumstances.
17. Those employees willing and eligible to work the pre-arranged overtime will be identified and contacted. Two attempts to contact the employee(s) will be made by a representative from the Availability Section.
18. The allocation of pre-arranged overtime may be subject to the requirement for specialist skills (e.g. LGV, role or specialist driver).

## PRE-ARRANGED OVERTIME POLICY – UNIFORMED EMPLOYEES

### GENERAL GUIDANCE

19. The process for attracting and recording overtime may vary according to work base. These variations are for specific approved locations only, following liaison with the Human Resources and Finance function. Staff and managers are responsible for being familiar with local guidance where it exists (e.g. Training and Development Centre).

***If you require any further guidance on this policy please contact the Transactional HR team***