



ADDITIONAL HOURS WORKED POLICY

Stoke Mandeville Parish Council – additional hours worked policy

Title	Additional hours worked policy
Owner	Chairman
Version number	0.1
Primary audience	Councillors and staff
Document location	Shared drive
Objective	
This policy sets out the council's position on additional hours worked by staff.	

Introduction

All staff of the Parish Council have working hours specified in their contract of employment. It is accepted by the Council that from time to time, not on a regular basis, demands on staff mean that additional working hours are required. Therefore, this policy covers the authorisation, recording and recompense for additional hours worked.

1 Authorisation for additional hours worked

1.1 Much of the work of the Clerk to the Parish Council, and any assistants employed, may be deemed unsupervised. Accordingly, much of the issue of additional hours worked is based on trust. However, as a generality, it is the council's policy that, whenever possible, additional hours should be approved in advance by the Council Chairman or Vice-chairman, using the advanced approval form. (AF1)

1.2 In any case of additional hours worked, no recognition will be given to those hours unless a detailed record of work done and time spent on tasks is kept using the appropriate form for the purpose. (AF2)

1.3 The form claiming any additional hours worked should be submitted for approval as soon as possible after the additional hours have been completed and, in any case, within one week of the latest hours on the claim form.

1.4 Given the budgetary constraints on the Parish Council, it is preferable that additional hours worked are recompensed in TOIL rather than in cash payments.

2 Payment for additional hours worked

2.1 Agreed payments for additional hours will be made in the next practical salary payment.

3 Taking agreed time off in lieu

3.1 As a general principle, agreed time off should be taken as soon as possible after it has been approved.

3.2 Taking agreed time off should be a matter of looking at staffing needs for the Council in the near future and with regard to the general principle stated in 3.1

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3.3 Time may be taken off in lieu of additional hours up to a maximum of 2 working days at any one time.

3.4 All agreed time in lieu should be taken within a period of three months from the date of it being incurred. In the event that this is not the case, the TOIL will be lost unless further carry forward is authorised as in 1.1 above.

Supporting Materials

This policy should be read in conjunction with the following supporting materials:

- TBA

Review and approval

Sign off	Review Dates	Review Dates	Review Dates
Finance & Governance C'tee	08/12/2020	05/11/2024	
Full Parish Council	16/02/2021	19/11/2024	

Next review date

This policy should be reviewed every three years or when significant change occurs to the subject matter.

The next review date for this policy is **December 2027**.

Version Control / History

Version no.	Author	Date	Status/Comments
0.1	GWS	28.11.2020	Policy put into new template with minor amendments

Form AF1: Approval for anticipated additional hours

Date	Task	Estimated additional time needed	Approved by / date

Form AF2: Additional hours claim

Date	Task planned	Estimated time needed	Actual time taken	Reason for variance	Comments
					Hours agreed
Total hours					