



Southwell
TOWN COUNCIL
OVERTIME POLICY

1. Overtime

Sometimes Estate staff may prefer to take payment for overtime worked. The maximum earning of up to 10 hours of overtime can be accrued in any one month. This overtime must be agreed by the Clerk, who will get delegated authority to approve the expenditure.

2. Rates of TOIL

All hours worked over the contracted hours must be documented by the employee. A simple timesheet tracker will be provided by the Clerk for ease of use.

It is important to note that overtime will be paid at a rate of 1:1 for weekday work and Council events; 1:1.5 for emergency Saturday work; and 1:2 for emergency Sunday and Bank Holiday work.

3. Procedures for Working Overtime

The Clerk will keep records of all employees' annual leave, annual leave requests, TOIL requests, overtime paid and approvals. These records must be up to date and digitally filed.

4. Excessive Accruals

In cases where overtime (frequently exceeds 10 hrs), the Line Manager should have a workload review meeting with the staff member. If their workload is excessive and both parties agree that more hours are needed to complete the work, there should be consideration of one of the following:

1. Increasing the contracted hours at regular pay where budgets allow and staffing procedures/approvals are followed;
2. Increasing the number of staff where budgets allow and staffing procedures/approvals are followed; or
3. Reducing the workload by distributing among staff or outsourcing – if within budget allowance or approved by Council.

5. Approvals

The Clerk is responsible for managing staff's workload and assisting staff with time management. It is expected that there will be busier times when working in excess of the contracted hours is unavoidable. However, following the above policy and getting approvals where necessary helps to stay within agreed staffing budgets and ensure transparency and appropriate use of public funds.

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— policy ends here —