

NON-ACADEMIC STAFF WORKING HOURS, OVERTIME, TOIL AND FLEXI-TIME POLICY

Working Hours

The current departmental full time weekly hours are as follows:

ADO and admin operations: 36.25

Maintenance: 37.5

Gardening and grounds teams: 37.5

Housekeeping: 37.5

Porters: 37.5

Catering and conference teams: 40

Within the maintenance, gardening and grounds, porter, housekeeping and catering teams there is a requirement for shifts and staggered working patterns to ensure services can be provided throughout the day and across the week. Broad changes to team working arrangements will be consulted on as required, to meet the needs of the relevant function.

Changes to employee's start/finish times should be discussed and agreed in advance with the relevant line manager, prior to a temporary or permanent change of working pattern being implemented. This may be addressed under the college's flexible working policy.

Core hours of work are 8am – 4.30pm (excluding Porters, Housekeeping and the Catering/Conferencing teams) and it is expected that cover within each department should be available across those hours.

Unpaid Breaks

- Employees working at least 7 hours per day are normally expected to take a 1-hour unpaid lunch break.
- Employees working less than 6 hours are not required to take an unpaid break, unless they request to do so.
- Employees who work more than 6 but less than 7 hours are normally required to take a 30-minute unpaid lunch break.
- Lunch breaks will normally be taken between 12 -2pm unless agreed otherwise with the line manager.

Overtime

- On occasion it may be necessary for employees to work additional hours in order to meet business needs, including cover. In these instances, staff may be entitled to overtime (or TOIL) for the additional hours worked.
- Overtime hours must be agreed in advance with the line manager and only where there is a clear business reason.
- No more than 8 hours of overtime may be worked over a 7-day period.
- Overtime shall be paid at the standard hourly rate for time worked.
- Overtime accrues in 30 minute blocks and only after an additional 30 minutes has been worked.

Time off in lieu (TOIL) and Flexi-time

- TOIL is not a contractual entitlement and may cease at the discretion of the line manager.
- TOIL can only be accrued and taken with the prior approval of the line manager.
- For consistency, TOIL accrues at the standard rate of one hour per hour worked, up to a maximum of 5 working days per term, relative to the working hours and pattern of the employee.

- It should not be accrued in small amounts and result in a large number of hours being banked to take at a later date.
- Flexi-time is encouraged and should be used wherever possible, so that time is taken off in a similar manner in which it was accrued e.g. if an additional 2 hours were worked in a week, the individual could start later/finish earlier over a few days during the following week.
- Flexi-time should normally be discussed and agreed, prior to the additional time being worked and taken.
- Accrued hours should ideally be taken within 10 working days of being worked or as soon as is reasonable practical. In all cases, it should be taken no later than 3 months after the hours were first accrued. TOIL not taken by that time will no longer be available.
- In the event TOIL cannot be taken, the line manager may choose to pay overtime instead.
- Overtime or TOIL for individuals in management/HoD roles will not be paid, unless explicitly agreed by their line manager and for significant business reasons.
- There are certain departments where the service provision requires staff to work a shift pattern across 7 days. In that instance, where staff are directed to work their contracted hours at weekends or bank holidays as part of a shift pattern, overtime will not be paid, nor will TOIL accrue as standard.

Allowances

Maintenance operative team members may receive a call out payment (4 hours at 1.5 time) if they are required to attend to an emergency on site, between the hours of 10.30pm – 6am.

Christmas Closure Periods

The College normally has a reduced operating function for most staff between Christmas and New Year. Staff are normally required to reserve 3 days of their leave entitlement to cover this period. These arrangements do not apply to Porters.

Implementation, monitoring and review of this policy

The HR Manager and Bursar have overall responsibility for implementing and monitoring this policy.

This policy takes effect from 1 April 2021 and will be reviewed every 2 years unless changes in legislation or organisational working practices, require that to take place sooner.

Any queries regarding matters covered in this policy should be addressed to the HR Manager.