



Brasenose College Arrangements for Overtime and Bank Holiday Payments Policy

1. Overtime

For any member of staff up to and including Grade 5 either time off in lieu or overtime payments can be made for overtime working, at the discretion of the relevant senior manager¹.

Where an overtime payment has been agreed, staff who work in excess of their contractual weekly hours will receive a payment for the extra hours worked at their normal hourly rate of pay until they work up to the full time equivalent contracted weekly hours. Any hours worked in excess of the full time equivalent contracted weekly hours will be paid at the College enhanced rate of pay or their own rate of pay where this is higher.

Enhanced rate of pay is calculated at point 7 of the University pay scale and multiplied by 1.5.

Where staff are not contracted to work on a Saturday or Sunday but do so, they will receive the equivalent time of in lieu or the College enhanced rate of pay regardless of whether they have reached their full time equivalent contracted weekly hours, at the discretion of the relevant senior manager.

2. Emergency Call Out Payments

Members of staff up to and including Grade 5 who get called out and are required to attend work during emergencies will receive three times their normal rate of pay for the first two hours. Members of staff will receive a minimum call out payment of two hours regardless of the length of the call out. For any further hours worked, staff will receive double their normal rate of pay.

3. Bank Holiday Working

Members of staff who are required to work on a Bank Holiday can either be paid at twice their normal rate of pay or they can take a day of in lieu at another mutually convenient time, at the discretion of the relevant senior manager.

¹ For the purpose of this document the term 'relevant senior manager' will refer to the Bursar, Domestic Bursar, Finance Manager, Senior Tutor, Principal and Development Director.