

Overtime Claim form - Timesheet

Name: _____

Month: _____

Department: _____

Date	Reason for Overtime	Time in	Time out	Hours worked

Total	
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Employee Signature: _____

Authorised: _____

All overtime Claims should be signed by your Line Manager.

Print name: _____



Brasenose College
Arrangements for Overtime and Public/Bank Holiday Payments Policy
October 2018

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.

The enhanced rate of pay is set by the Bursar and is subject to regular (i.e. annual) review.

Where staff are not contracted to work on a Saturday or Sunday but do so, they will receive the equivalent time off 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. Public/Bank Holiday Working

Members of staff who are required to work on a Public or 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.

3. Standby and Emergency Call Out Payments

The College may require staff in certain Maintenance roles to be on standby out of hours in case of call-out for emergencies. In recognition of the inconvenience of this separate arrangements have been made and are detailed in the Standby and Call-Out Policy.

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