

Woking Community Transport Overtime Policy

Introduction.

Woking Community Transport recognises that employees may need to work overtime to meet job commitments.

General Guidelines:

- Overtime is applicable to Drivers/PA's or where your contract of employment states you will be 'paid for additional hours worked'
- For an employee to qualify for overtime, they must, first, complete their required contracted hours per week.
- All other employees are not entitled to claim payment for additional hours worked, this obligation has already been taken into consideration in the determination of their salary. However; TOIL or payment may be given at the discretion of the CEO. TOIL or payment will only be considered for extra full hours worked.

Purpose.

The purpose of this document is to outline the overtime eligibility and authorisation process.

Scope.

This document applies to all Woking Community Transport employees that are eligible to claim overtime, including part-time and full-time. Woking Community Transport defines "overtime" as any additional hours worked (verified by Samsara Tracking System) that exceed an individual employee's contracted hours.

Mandatory Overtime.

Staff job chats are run periodically throughout the year; employees must attend at least one in each calendar year. Job Chats commence at 5:30pm and finish at 6:30pm. Eligible employees are entitled to claim one hour of overtime for attending a Job Chat.

D Clarke, HR & Office Manager

Process/Authorisation.

- The employee must complete an Overtime Claim Form and submit it to the Transport Manager by the 2nd of the month, for authorisation.
- If the Manager approves the overtime, they must fill in an overtime confirmation slip and submit it to the Finance Manager.
- If overtime is not approved, the Transport Manager must inform the employee the reason for this.
- Payment of overtime for eligible employees will commence after the first 15 minutes of extra work on top of contracted hours. Depending on the date of submission, overtime will be paid in the following months' pay.

Excessive Overtime.

To safeguard our employees' health and safety, Woking Community Transport will not permit the excessive use of overtime. If the need for overtime is continual, Woking Community Transport will look at ways to minimise workloads. The Transport Manager should regularly monitor overtime to ensure excessive overtime working is not occurring. Working Time Regulations apply.

Unauthorised Overtime.

Woking Community Transport will not be financially responsible for paying any unauthorised overtime. In cases of emergency, employees may be requested to work overtime/additional hours. However, an employee reserves the right to refuse this request.

Disciplinary Action.

Violations of this overtime process are subject to disciplinary action, up to and including termination.

Violations.

Violations may include but are not limited to the following: an employee claiming hours they have not worked, adding extra time, i.e. one hour when actual work time was 30 minutes. Not considering having worked less than contracted hours (therefore "in debit" to WCT) i.e. early finishes; this should be taken into consideration when claiming overtime hours.

Manager's not authorising proven legitimate overtime claims.

D Clarke, HR & Office Manager

General Disciplinary Guidelines:

- Uncommon and unintentional violations may warrant a verbal and/or written warning conducted by the Line Manager.
- Frequent and intentional violations may lead to a final written warning, suspension and/or termination conducted by the CEO (or, in their absence, a nominated deputy).

Formal Disciplinary

Where a matter is thought to need formal disciplinary action, a hearing will take place. It may be necessary in severe cases to consider suspending the employee from duty while investigations take place.

An employee is allowed to request a companion to attend all disciplinary meetings.

A copy of the Disciplinary procedure's full version is available from your line manager, the Staff Handbook and at the WCT Office.

This policy is non-contractual and does not form part of the contract of employment, and may be subject to change at the discretion of the Chief Executive Officer.

D Clarke, HR & Office Manager