



NORTHERN IRELAND AMBULANCE SERVICE

OVERTIME POLICY

1.0 POLICY STATEMENT

NIAS is committed to delivering a first class ambulance service to the population of Northern Ireland. In order to achieve this aim there may be occasions when staff work beyond their contractual hours. NIAS will ensure that equality of opportunity to overtime opportunities is afforded to all staff, if and when it becomes available, within each area of the Service.

2.0 PRINCIPLES

- 2.1 All staff in pay bands 1-7 will be eligible for overtime payments. Senior staff paid in pay bands 8 or 9 will not be entitled to overtime payments.
- 2.2 No member of staff will be permitted to work overtime unless prior approval has been granted by the line manager/delegated authority.
- 2.3 There is a single harmonised rate of time-and-a-half for all overtime, with the exception of work on general public holidays, which will be paid at double time.
- 2.4 Part-time employees will receive payment at plain time rate for additional hours worked until their hours exceed the standard hours of 37.5 hours per week.
- 2.5 Overtime payments will be based on the hourly rate provided by basic pay plus any long term recruitment and retention premia.
- 2.6 The single overtime rate will apply when excess hours are worked over full-time hours unless time off in lieu is taken, provided the employee's line manager/delegated authority has agreed with the employee to this work being performed outside the standard hours.
- 2.7 Staff may request to take time off in lieu as an alternative to overtime payments. Staff whom for operational reasons, are unable to take time off in lieu within three months must be paid at the overtime rate.
- 2.8 Time off in lieu of overtime payments will be at plain time rates.
- 2.9 Once an individual employee has agreed to cover a shift on an overtime basis, it is the individual's responsibility to work the total of the agreed hours, and all normal rules and regulations will apply.

- 2.10 NIAS Managers should, in the first instance, consider options other than overtime to ensure efficient use of time, resources and value for money, whilst legal requirements are met. It is the responsibility of all managers to monitor the necessity for overtime and the actual 'added value' that overtime activities provide to the service.
- 2.11 NIAS is expected to apply the principles of the Working Time Regulations as far as the exigencies of the service permit.

AGREEMENT on the above Policy has been agreed between the following individuals: -

Management Representative: -

Signed: *Jonathan Gresham* Date: 29/1/2010
(Chair of HR JCG)

Trade Union Representatives

Signed: *Justin Long UNISON* Date: 29/01/2010

Signed: *Edwards NIPSA* Date: 29/01/2010

Signed: *E. Richardson* Date: 5/5/2011

Signed: _____ Date: _____

January 2010

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