

Overtime and Cover Policy

Responsible for Implementation: Executive Head of People Services

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Authorised By: COO

Version 2

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About Us

Access Further Education Ltd ('The College') has subsidiary companies, trading names and trading partnerships through which it operates. The trading names and partnerships might have their own names or brands, but the legal entity for the purpose of this policy is Access Further Education Ltd. Trading subsidiaries, trading names and trading partnerships include Access Creative College ('ACC'), National College for Creative Industries ('NCCI') and Access Sport. The dBs Institute (DBS Music UK Holdings and its subsidiaries), whilst a separate legal entity, shares common Directorships with the College, however, responsibility for employee-related Policies within dBs falls to the People Services team for Access Further Education Ltd.

1. Introduction

The policy recognised the necessity and requirement to ensure student experience alongside resourcing and attendance concerns is managed in a way that is fair and equitable for all employees.

This policy and procedure will be subject to review and amendment with Management consultation.

2. Aims

To ensure employees are treated fairly and equitably across all our National Campuses where a requirement for teaching cover arises.

3. Entitlement

Employees are entitled to the following rates of overtime payment when they have been required to complete more than 2 hours of teaching cover in a working week. 2 hours teaching is based on a full time member of staff and will be pro-rata'd reflective of your equivalent contractual hours.

- £14.05 per hour
- £15.76 (London Campus only due to London Weighting)

Note that these rates will be reviewed annually in line with the annual cost of living reviews.

Where the period of absence requiring cover exceeds 2 weeks a consideration for administration duties will be considered and any overtime claimed will be subject to authorisation to cover associated administration time, this will be managed at the relevant Head of Centre's discretion.

4. Eligibility

The rates of overtime pay applicable is only payable whereby the hours of cover provided in 1 calendar week exceed 2 hours. This will be pro-rata'd based on contractual hours. Please see working examples below:

Working Examples:

Teacher A, is based at Manchester campus and has a full time contract, they have been required to cover 3 ACC Live Sessions totalling to 3 hours. Therefore 1 hour of overtime is due to this employee at £14.05.

Teacher B is based at London Campus and is a 0.6 FTE, and they have been required to cover 1 Wider Skills Session and 3 tutorials in one week totalling 4.5 hours. Therefore

- 2 hours pro-rata'd = 1.2 hours
- 4.5 hours of overtime - 1.2 hours = 3.3 hours
- 3.3 hours of overtime due at £15.76 = £52.00

Where an employee is requested to support for Teaching Cover on their non working day overtime will be payable for the entire period. When managing cover Management will seek to ensure that onsite staff is assessed for cover options in the first instance.

5. Record Keeping

Heads of Centre will be responsible for recording and managing cover on a Absence Cover Log and reporting any overtime payment due by the payroll deadline for the month.

6. Payment Terms

Payment of overtime will only be made after the overtime has been worked therefore any overtime worked after the payroll deadline will be payable in the following months payroll.

7. Authorisation and Acceptance

Overtime payment will be authorised by the Head of Centre following cover plans being shared by the relevant curriculum area line manager with the responsibility for the cover requirements. An employee is not obligated to complete overtime however this will be offered based on the needs of the business. The 2 hours pro-rata'd cover not payable for is an expectation of all teaching staff in line with the administration time allotted to their contract.

Where reference to Head of Centre is made this equates to the person with the staffing budgetary responsibility for the location and the teaching and assessment plan process.