



Saint John of God
Community Services clg.

Kerry Services Policy 48

Overtime Approval Procedure during exceptional circumstances

Completed March 2024



THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.

Kerry Services



Name of Policy

Document Reference	Kerry 48
Revision Number	2 Version
Approval Date	March 2024
Due for Revision	March 2027
Document drafted by	Human Resources Department, PPPG Committee
Document approved by	PPPG Committee
Responsibility for implementation	All Managers and Supervisors of Saint John of God Community Services Limited
Responsibility for evaluation and audit	Operations Dept
Pages, incl. cover and signature	7



Procedure

It is the policy of Saint John of God Kerry Services to ensure that the appropriate numbers of staff, in line with the roster to meet the needs of the service user, are working on each given week. The overtime procedure contained in the Administration Policy 5.8 Overtime Pay/Time in Lieu states that,

“Overtime will only be considered in exceptional circumstances and will only commence after the full-time contracted hours for the relevant position have been completed”.

In order to operate within the level of allocated funding it is incumbent on the management of Saint John of God Kerry Services to ensure that there is a reliable system of Rostering /Scheduling Staff, appropriate Personnel Planning, effective Recruitment Practices and Attendance Management Procedures.

The approval process for using overtime in exceptional circumstances is as follows,

1. Approval for Securing Staff Working Overtime

- 1.1. Overtime must be preapproved by the relevant Allocation Officer, PIC or Programme Manager or in their absence the Operations Manager or Regional Director prior to any hours being booked in each area.
- 1.2. The Roster Fill Sheet must be updated to clearly distinguish between staff working extra hours, Saint John of God Relief Staff and Agency staff.
- 1.3. **In the event of an emergency or in unforeseen circumstances any additional extra hours, Relief/Agency staff required must be approved by the Programme Manager/Operations Manager and in their absence the Regional Director before booking same**
- 1.4. **Each programme will need to submit an overtime report monthly for review at the finance meeting.**



2. Governance

- 2.1 Each Monday the Allocations Officer/relevant Co-ordinator/Manager will ensure the Staff Roster, Relief/Roster sheet is up-to-date capturing all Overtime worked.
- 2.2 The Allocations Officer/relevant Co-ordinator/ Manager will analyse the reasons for the Overtime cover required in each location entering the hours in the appropriate column e.g. sick leave, maternity leave etc.
- 2.3 The Finance Officer will provide the monthly report on overtime usage.
- 2.4 A weekly analysis of all Overtime used will take place between the Programme Manager/Operations Manager and their relevant team.
- 2.5 A monthly analysis of all additional hours worked over contracted hours will be included as a standing agenda item at the monthly Finance Meeting.

3. Overtime Usage

- 3.1 Overtime will only be approved where time in lieu is not an acceptable method of compensating the employees concerned.
- 3.2 Where there is no cost neutral method of cover is available managers need to ascertain which of the alternatives of use of overtime or agency is most economical in the circumstances.
- 3.3 In circumstances where the alternatives have been explored and can be demonstrated, and a decision has been made to request an employee to work overtime, it is important to note that overtime rates can only commence after the full-time hours applicable to the grade of the employee have been or will be worked during that period. In this respect it should also be noted that when calculating hours worked, Annual Leave, Paid/Unpaid Sick Leave, Maternity Leave, Adoptive Leave, Parental Leave or any other type of leave should not be included in the calculation as these do not count as actual hours worked.

For example: The full time hours applicable to a Nursing or Social Care Worker is 39, therefore an employee who works 30 hours per week or is availing of 8 hours parental leave can not avail of overtime rates until they have actually worked in excess of 39 hours.



3.4 Overtime will be paid in line with the rates specified in the National Overtime Agreement (Haddington Road Agreement)

3.5 Overtime is calculated on basic pay with exceptions for existing caps on certain clerical grades and is not reckonable for annual leave entitlements or Superannuation purposes

4. OVERTIME FOR PART-TIME EMPLOYEES

4.1 Part-time employees, who work additional hours, i.e. hours over and above their contracted hours on a pre-arranged basis, will be paid at their normal rates until the standard weekly working hours for the grade have been worked.

4.2 Part-time employees may only be entitled to earn overtime payments once they have worked over and above the standard weekly working hours of the whole time equivalent in the given week.

