

JUNE 2010

Overtime... and how to get it

The latest terms and conditions of employment proposals announced on 26 May outlined an improvement in the overtime rates for the majority of staff from single time to time and a half.

This will affect Lloyds Banking Group staff as follows:

- A significant improvement for HBOS Levels 1 and 2 colleagues
- Restores the time and a half overtime rates for Lloyds TSB staff currently enjoyed
- A loss for HBOS Level 3 colleagues to overtime entirely
- A reduction from double time to time and a half for weekend work for all Lloyds TSB, Scottish Widows and C&G staff
- The removal of choice for HBOS colleagues as to whether they take payment or time off in lieu – this is now decided by line managers

There is also a number of staff who are out of scope in this current proposals. These include Direct Channels consultants, C&G RMAs, mortgage advisor and financial advisor populations.

The Offer

Whilst there is little doubt that the latest offer is a vast improvement for a substantial number of staff, feedback from members and representatives is that being able to claim overtime continues to prove difficult.

Members and colleagues will recall that Unite conducted a survey last year on unpaid overtime which showed that a huge amount of staff worked regular unpaid overtime which was frustrating and demoralising.

Unite raised this issue with the Company during negotiations and formally requested that a statement be added to the forthcoming overtime policy that highlighted that there was no facility to work unpaid overtime. The Company has so far responded by saying that this would be unnecessary.

Unite's campaign to eradicate the use of unpaid overtime in Lloyds Banking Group will continue – look out for this in the near future.

How to Get Paid Overtime

- First members have to remember is that **overtime is voluntary** – with the current exception for C&G branch staff who are contracted to work overtime on Saturdays.
- An overtime requirement has to be identified as soon as practicable to allow the manager and colleagues ample time to make suitable arrangements.
- There should not be a frequent and persistent reliance on overtime. Managers should approach colleagues as early as possible to work **paid** overtime.
- If colleagues are informed that they are to work unpaid overtime or that there is no budget for overtime then there should be no requirement to undertake this work unless time off in lieu is being offered and agreed.
- Colleagues would be expected to work 15 minutes before qualifying for overtime – payment would then be made for **all** the overtime worked.
- Overtime means time over your contracted working day and does include starting before you should for team meetings, working part of your lunch hour and the extra time at the end of the day
- To qualify for time and a half overtime will require colleagues to work more than a 35 hour week. Overtime paid until then will be paid at single time

Unite will continue to get the best deal for its members.

We Deserve Better