

FRAMEWORK AGREEMENT – GUIDANCE ON HOURS OF WORK

The Framework Agreement includes the following provisions on hours of work and overtime:

Hours of work. Members of staff in the new grades 1 – 4 will have a standard working week of 35 hours. Staff in grades 5 – 8 will have a notional working week of 35 hours. All members of staff will be expected to work in a sufficiently flexible way to meet the needs of their roles.

Overtime for staff in grades 1 – 4 will be limited to rostered overtime in key service areas, emergency and limited weekend cover for which overtime payments will be made or time-off-in-lieu will be given. Members of staff in these grades will be expected to work flexibly to provide cover for sickness, annual leave and periods of high work load.

In circumstances where additional hours are being worked on a temporary basis at the specific request of the line manager to meet exceptional circumstances, staff will be recompensed in the form of overtime payment or time-off-in-lieu for the additional hours worked .

No overtime payments will be made to staff in grade 5 and above.

The following guidance is intended to assist managers and staff in adjusting to the changes introduced by the Framework Agreement:

Hours of work:

- For staff in Grades 1 – 4 the expectation is that staff will normally work 35 hours per week with an exceptional requirement to work additional hours;
- For staff in Grades 1 – 4 examples of working in *a sufficiently flexible way to meet the needs of the service* would include staying late or working through the lunch break on an occasional basis to complete a piece of work for a deadline or to meet a particular peak in workload.
- Staff in Grades 5 – 8 are largely self-directed in terms of organising their working time to meet broad objectives.

Overtime:

- Overtime payment or time-off-in-lieu will only be granted *for rostered overtime in key service areas*. As at March 2006, these areas are identified as staff working in the BRF, the Library, in Site Services and a small number of AVA Technicians working in Academic Services. Staff in Grades 1 – 4 working in these areas will be able to claim overtime or time-off-in-lieu for rostered overtime.
- Staff in Grades 1 – 4 will be expected to work flexibly, for example by extending their working day or taking a shorter lunch break, to meet the requirements of the service.
- For staff in Grades 1 -4 if additional hours are required on a temporary basis to meet an exceptional peak in workload or to complete a piece of work, the additional number of hours to be worked will be determined in

advance by the line manager. In these exceptional circumstance staff will be recompensed for the additional hours worked and will receive either overtime payment or time-off-in-lieu.

- Staff on Grades 5 – 8 will not be eligible to receive overtime payments. Staff on the former technical or clerical and secretarial grades who assimilate to Grade 5 or above will now have an annual leave entitlement of 32 days.