

**Unite Guide for working of
and payment for overtime
and excess hours
in RBS Group**

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This guide book is downloadable in PDF format from
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■ INTRODUCTION

The Unite/RBS employment helpline receives a significant number of calls from members of staff within the retail networks that relate to problems associated with overtime and excess hours.

This guide has been produced to assist members in dealing with any issues that they have, at a local level. It is designed to address some of the most common problems raised with the union and clarify both the employee and employer's obligations relating to overtime.

■ YOUR CONTRACT

Contracts of employment set out, amongst other things, the terms and conditions that apply when working overtime and for the payment of overtime and excess hours. It is important for employees to examine their individual contracts to clarify both their entitlements and their obligations. Reference to overtime in the contract is usually found under the heading of **'Hours of Work'** which for staff on the standard RBS contract usually states

"You will be expected to work a reasonable amount of overtime when requested by management to complete essential duties. Overtime will be paid at time and a half for hours worked over 35 hours in any one-week subject to current rate limits. On day 6 and 7 of your working week, you will receive double time subject to current rate limits. Calculations will be based upon the salary element of your value account."

For staff contracted to work less than 35 hours, any additional hours worked up to 35 hours will be paid at their normal hourly rate, and will count towards holiday and pension entitlement. Hours worked in excess of 35 hours will then be paid at time and a half subject to current rate limits. Again, where overtime hours are worked on days 6 or 7 of the working week, double the appropriate hourly rate subject to current rate limits will be paid.

■ ABILITY TO PAY AND TIME OFF IN LIEU (TOIL)

There is no justification for refusing to pay overtime or excess hours on the grounds of budget constraints, costs or ability to pay. Staff should be paid, in accordance with their contract, for work undertaken on behalf of the bank. There is no obligation on staff to accept TOIL as an alternative to payment. However, individuals can take time off in lieu if they prefer.

■ AUTHORISATION

Overtime has to be justified and should be authorised in advance, however there may be occasions when this is not possible and authorization is done retrospectively.

Approval for overtime is sought from the Area Manager or equivalent and in their absence from the Regional Manager.

Unite would not expect such approval to be declined, however we recognise that those authorising such overtime would seek justification and may provide alternatives, such as relief staff.

■ RESPONSIBILITY

Should a member be asked to work overtime, it is the responsibility of the line manager to ensure that this overtime is authorised.

■ OTHER ISSUES

Huddles and DOFT's form part of the working day and time spent in these activities should be included in any calculation of the contractual hours.

Overtime is payable after working half an hour passed the normal contractual hours and then is paid in tranches of 15 minutes.

Overtime and excess hours are voluntary. The bank has previously advised the trade union- **'Our position on this has been made clear to Unite. Members of staff cannot be forced to work overtime and the Bank has never set out a case for them to do so.'**

■ PROBLEMS

Where these guidelines are not followed, and the problems persist, members should contact their local Unite Workplace Representative or call the Unite helpline on 0870 241 4425 (Mon - Thurs 9am to 4pm and Fri 9am to 5pm).