Overtime on Cards Policy

Office of the Police and Crime Commissioner Gloucestershire

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Table of Contents

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Section 1 – Policy Intentions

1.0 Policy Statement

It is the policy of the Gloucestershire Constabulary to control, manage and audit, ‘time owed’, where individuals have worked overtime, but elected not to take payment.

This policy applies to all police officers and has due regard to Working Time Regulations and Police Regulations and locally negotiated Variable Shift Agreements (VSA). The welfare of officers, and need for accountability and financial probity in the effective and efficient management of the service, are also key considerations.

It is recognised that a computerised overtime system is in use in some areas, however it is still supported by the paper based system. The principles in respect of authorisation, management of overtime and time owed on the “Record of Overtime/Rest Day/Public Holiday working’ (form A12) as detailed in this policy still apply. The re-rostering of Rest Days (RD) is managed and owned by the Duty Planning Unit (DPU). **It is acknowledged that the computerised overtime system will remain in use in its present format due to issues relating to IT upgrades required.**

Section 2 – Policy Wording and Procedural Guides

2.0 Guidance/Procedures

2.1 Variable Shift Agreement

The locally negotiated Variable Shift Agreement (VSA) specifically details:

Rest Days:

‘Supervisors will, in consultation with the officer, re-roster Cancelled Rest Days within 4 days of the Rest Day being cancelled. Re-rostering of Cancelled Rest Days will be within operational requirements and will adhere to Working Time Regulations. The practice of Cancelled Rest Days being ‘banked’ and recorded as time owed will not be allowed. Any Rest Days owed ‘on the card’ at the start of this shift implementation will be entered onto the roster as Re Rostered RDs. The practice of keeping Rest Days owed on the ‘card’ will cease.

A Rest Day is a 24 hour period of rest. Therefore if a Rest Day is worked it will be recompensed on a like for like basis (a period of 24 hours away from work) regardless of the hours that were due to be worked on the day the Rest Day is re-allocated to.

Adherence to the above agreement will facilitate the effective and efficient management of overtime and officer welfare.

In relation to Time-Monitoring / time on cards, the VSA permits a maximum deficit of 10 hours and directs that when this deficit maximum is reached the officer shall arrange for a day to be worked to reduce this deficit with their supervisor.

Adherence to this element of the VSA will facilitate the effective and efficient management of overtime and yet provide sufficient flexibility to cater for officer well-being and domestic or personal exigencies.

2.2 Overtime Authorising and Recording

All overtime worked whether it is recorded as time owed or claimed for payment is to be authorised by an officer's sergeant / first line manager rank, or an officer of inspector rank / police staff supervisor, or above.

All overtime worked whether it is recorded as time owed or otherwise claimed for payment is to be recorded on an officer's A12 'Record of Overtime' card and endorsed with the details of the authorising officer who must subsequently sign it. Recording must include time subject to the half hour rule.

A maximum credit of 30 hours 'time owed' is permitted.

A maximum deficit of 10 hours 'time owed' is permitted.

'Time owed' if more than three months old can be claimed for payment if the officer can demonstrate that they have been unable to take the time off. Any such claim is to be negotiated in conjunction with the sergeant, or police staff supervisor.

The retention of individual A12 record of overtime cards is the responsibility of the sergeant or police staff supervisor. The cards need to be readily accessible to officers and first line supervisors to allow for the endorsement of overtime worked. All officers A12 records for a particular area should therefore be held together at an accessible location, but not retained by individual officers. A12 forms can, therefore, be regularly scrutinised to allow for the effective monitoring and auditing of overtime / 'time owed'.

All officers should only have one A12 card in use at any one time. Completed A12 cards should be retained for a period of at least 2 years.

A12 forms must form part of a monthly audit the responsibility for which lies with the Inspector. Reporting by way of exception must be done to Senior Management Teams.

On re-rostering a rest day, the authorising officer / sergeant or police staff supervisor should endorse the comments section of the roster with the date of the cancelled rest day (in lieu of which the rest day is taken). Rest days must be recorded on DMS only

2.3 Authorisation of Overtime beyond 07:00 A.M.

Any officer seeking overtime beyond 07:00Hrs must contact the duty sergeant to brief them on the circumstances in order for them to authorise or decline the request.

This process is to ensure that overtime worked into a Rest Day does not attract the 4 hours minimum payment when officers may have only worked a short time beyond 0800 hours.

2.4 Procedural Responsibilities

2.4.1 Claimant Responsibilities:

It is the responsibility of all officers performing overtime to first obtain authority from their sergeant or police staff supervisor, or above.

On completion of the tour of duty or as soon as practicable thereafter, the officer to whom authorisation for overtime has been granted should complete the relevant sections of their A12 form and submit it to the supervisor for endorsement. If the overtime is claimed for payment, the A13 'Police Officers Overtime Claim Form' should accompany the A12. Both the A12 and the A13 should then be forwarded to the inspector or police staff second line manager for endorsement in respect of all overtime worked.

2.4.2 Sergeant, or Police Staff Supervisor, Responsibilities:

Following the authorisation of overtime, the authorising officer should make arrangements for the roster default times of the officer to whom authorisation has been granted to be amended and the comments section endorsed with the collar number of the authorising officer. On receipt of form A12 it is the responsibility of the first line manager to check that the details are a correct and accurate record of overtime performed. (Reference should be made to rosters, or in the event of contradiction, to the authorising officer and/or pocket notebook entries or diaries) The first line supervisor should check that the form is endorsed with details of the authorising officer and then endorse the A12 with their signature/initials, rank and collar number, it is essential these details are legible and are for each entry.

On receipt of an A13, the first line supervisor must ensure that the overtime claimed is a correct and accurate record of the overtime performed and is endorsed with details of the reason for the overtime and the authorising officer. Reference should then be made to the accompanying A12 to ensure that details of the overtime performed have been correctly recorded and that claims submitted, be it for time owed or otherwise for payment, have not been duplicated. If the above criteria are satisfied the supervisor should endorse the A12 with their signature/initials, rank and collar number. The A13 should be endorsed with the supervisors signature rank and collar number to certify both that it is a true and accurate record and that the A12 has been endorsed accordingly.

If the above criteria are satisfied and both the A12 and the A13 detail the authorising officer, the sergeant, or police staff supervisor then both the A12 and the A13 should be forwarded to the Inspector or police staff second line manager for endorsement in respect of all overtime worked after which the A13 is submitted to the Finance Department.

The sergeant, or police staff supervisor, has responsibility for the retention of A12 'Record of Overtime' cards.

It is the responsibility of the inspector / police staff second line manager to conduct monthly audits of A12 forms paying particular attention on the suitability of sergeant's authorising of overtime. Inspectors should remove the ability to authorise from sergeants who continually make authorising mistakes and undertake any required developmental actions. The audit must also ensure officers are not accruing more than 30 hours 'time owed' and similarly are not exceeding the 10 hours 'time owed' deficit.

Results of the audit are to be communicated to the Senior Management Team by way of exception reporting.

2.4.3 Management Team Responsibilities:

Overtime management is to be a standing item on the monthly Senior Management Team meeting agenda.

Section 3 - Relevant Legislation

Police Regulations detail the nationally negotiated and determined overtime entitlements. The Secretary of State determines the circumstances and manner in which a member of a police force shall be compensated in respect of overtime worked, and confers discretion on chief officers to fix the period within which time off, in compensation for overtime, is to be granted.

Equality Act 2010

Section 4 - Related References/Policies

Key

A12 Form to show - 'Record of Overtime/Rest Day/Public Holiday working'.
Revised 1/13 and is used to record all overtime worked by officers. (Or Electronic version)

A13 The 'Police Officer Overtime Claim Form'.

ECHR European Convention on Human Rights

VSA Variable Shift Agreement.

Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.

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Version	Date	Changes (ensure public copy amended and uploaded to external website)	Complied with Policy Guidance ✓
Version 4	6/05/16	Terminology and formatting changes	
Version 3	27/11/15	Reviewed and re-formatted	
Version 2.0	1st June 2013	Inspector Authority changed to Sergeant. Police Staff Equivalent now Police Staff Supervisor Divisional Management Team now LPA Management Team A12 Record of Overtime Worked Form amended. Policy Co-ordinator removed	
Version 1.9	26 May 2011	Change History now in new Section 7 Command and Control references removed Para 3.1.3 Amended Para 4.1.5 Deleted Para 4.2.2 Deleted – Consequential renumbering Para 5.2.1 Amended	
Version 1.8	16 May 2007	Section 1.0 - Change of title of Strategic Owner Change History now in new Section 1.1 Section 2.2 Vision 2010 - replaced Section 5.2 Diversity - replaced New Section 6.3 Authorisation of Overtime Beyond 07:00 A.M. Section 8.1 Review - revised	
Version 1.7	7 June 2006	Amended Paragraph 3.1.4 to cater for the locally negotiated Contact Management VSA. References to Supervisory Police Ranks includes ‘Or Police Staff Equivalent.	

Version 1.6	27 April 2006	Annual Review. New Paragraph at 3.1.3. Consequential renumbering of paragraphs.	
Version 1.5	26 November 2004	Amends para. 6.1.1 VSA Extract. Text amended – '*re-roster Cancelled Rest Days within 4 days of the Rest Day being* ***cancelled***' (Previously read 'within *4 days of the Rest Day being worked*)	
Version 1.4	25 November 2004	New para. 3.1.3 re Contact Management	
Version 1.3	24 November 2004	Incorporates Diversity Unit assessment (5.2.3)	
Version 1.2	23 November 2004	Policy Co-ordinators formatting and amendments	
Version 1.1	22 November 2004	Incorporates recommendations of FOC of 16/11/2004	
Version 1.0	November 2004	Original Draft	

Next Document Review Date:		
EIA	**EIA Sign Off**	**EIA Review**
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