

## HOURS OF WORK

### *Single Status Employees*

The standard weekly hours for full-time employees is 36 hours per week. However, as it is considered essential to maintain the current staffing levels in certain areas to guarantee service delivery, contracted hours for some employees may vary. Starting and finishing times will be directed by Heads of Service.

Monthly pay can be calculated as follows:

- > Hourly Rate of Pay x Number of Hours Worked per week x 52.14 weeks in a year divided by 12 months.

Some Council employees, due to the nature of their post only work for a proportion of the year e.g. term time only and their pay is calculated using an equated percentage. Therefore they receive 1/12 salary each month regardless of the hours worked in that month, rather than receive no pay or reduced pay when not required to work during school holidays.

### *Craft Employees*

Generally Craft employees work a 37-hour week as outlined in the Local Agreement approved by both the Council and the appropriate Trade Unions.

Part-time Craft employees work less than 37 hours per week and receive pay calculated as follows:

- > Salary ÷ 1924 x Annual Hours Worked

The above excludes Engineering Craft employees who work a 36-hour week.

Pay for any part-time Engineering Craft employees who work less than 36 hours per week would be calculated as follows;

- > Salary ÷ 1877 x Annual Hours Worked

The above excludes entitlement to any non standard payment, e.g. shift allowances.

### *Overtime*

Work in excess of the normal hours of duty per week should be discouraged and, in particular, employees should not be required to consistently work overtime. For Single Status Employees payment will be made for approved overtime after working 36 hours a week. Further information on overtime can be found in the Council's [Overtime & Standby Policy](#).

## ***Fixed Leave Days***

### **Public Holiday Working**

The Council recognises a total of 6 local and public holidays. These holidays are:

2 Days at Easter	Good Friday
	Easter Monday
2 Days at Christmas	25 <sup>th</sup> December
	26 <sup>th</sup> December
2 Days at New Year	1 <sup>st</sup> January
	2 <sup>nd</sup> January

Where an employee's contracted hours include a requirement to work on a recognised Public or Local Holiday between the hours of 00.00 and 24.00 hrs [Public Holiday Working](#) provides further information.

### **Discretionary Day**

To facilitate the festive closedown period an additional discretionary days' leave is given. This day is fixed and falls on the last working day between 27 and 31 December.

Employees who are required to work between 27 and 31 December are paid their normal rate of pay and will have the discretionary day added to their leave entitlement, to take at another time.

## ***Normal Working Hours***

The Council's standard daily hours of work are 8.45 am to 5.00 pm Monday to Friday, with a 1 hour 3 minute unpaid lunch break. Wherever possible, offices should remain open during lunch periods to maximise the service to members of the public and other clients. For those employees with contracted hours of work which include working on a Saturday or Sunday between the hours of 07.00 and 21.00 hrs, no premium payment will apply and all hours will be paid at plain time.

Employees may be required to work non standard hours and at the weekend to meet the requirements of the Service.

Service provision will determine the pattern of work for all employees, including the requirement for employees to work evenings, weekends, nights and during school term either as a regular feature of their job or in exceptional and emergency situations.

## ***Flexible Working Hours***

A [Flexible Working Hours Scheme](#) has been agreed for certain groups of Single Status Employees. Heads of Service determine which employees participate in the Scheme in accordance with Council policy.

It is the policy of the Council that the Scheme should be available to as many employees as possible, with exceptions only where the duties and responsibilities, pattern of work, etc for a job mean that flexible working hours is impractical. Employees who work flexitime will have access to the provision of the Flexible Working Hours Scheme.

### ***Personal Breaks***

Single Status employees are subject to a maximum of 2 ten minute breaks during the working day, normally 1 mid-morning and 1 mid-afternoon. Part-time employees will be required to work over 3 hours and 30 minutes before being eligible for a break.

As there will be circumstances where it is not practical for all employees to have an element of choice concerning when they take personal breaks, eg client ratios, arrangements should be made locally to ensure employees have access to 2 ten minute breaks or several shorter breaks not exceeding 20 minutes per day in total.

Personal breaks can be used for any reasonable purpose, e.g. tea breaks and smoking breaks. Smoking breaks may only be taken in clearly designated areas. Further information on Personal Breaks can be found in the Council's [How to ... Personal Breaks](#).