



## 5.4 Overtime Policy

### Policy statement

Our staff are paid by the hour rather than being paid a set salary for the year and so there may be occasions where they are asked to work hours beyond those contracted e.g. to attend training courses or to cover the absence of other members of staff.

In addition, whilst some tasks which are expected of them are just part of the job (e.g. ensuring familiarity with policies, time spent chatting to parents after session etc.) or should be completed within the time for which they are paid (e.g. noting down observations on children and sticking them into files); there are other tasks, such as parent consultations or writing of reports, which require time and effort from the staff beyond that for which they will have been paid.

In order to ensure a balance between making sure that the cost to Pre-School is affordable whilst also ensuring that the staff are fairly paid for the work they do, the following policy sets out which tasks staff may claim overtime for.

### Procedure

Note that overtime will only be paid if it has been entered into the overtime book and signed off by the Manager The following may be claimed as overtime:

Task	Time Allowed
Training	Time taken per course
ONE-off updating of files before consultations.	up to 30 min per key child
Writing of the 2-3yr report.	up to 30 min per key child
Writing of the final report.	up to 1 hr per key child
Parent Consultations	guide 15 mins per key child
Lunch Club	

Afternoon Shifts (if applicable)	length of shift
Extra shifts to cover absence	length of shift
Staff meetings/Internal training	time taken
Appraisals	1 hr

\* If a staff member claims an average of more than 30mins per key child, they must have specific permission from the manager to do so.

This list is not necessarily exhaustive but a claim for anything other than the above will require specific approval from the Manager and may also need to be agreed by a member of the committee.

For clarification, the following will not normally be paid as overtime:

- Day-to-day updating of files with observations (it is expected that this can be done during session or in the 15mins before/after session)
- Attending committee meetings
- Time spent reading and becoming familiar with policies
- Informal chats with parents
- Fundraisers/community days attended (e.g. Nearly New Sale, Garden day)
- Work on displays / reorganisations of the room / general admin work

This policy was adopted at a meeting of LONG HANBOROUGH PLAYGROUP

Held on.....

Date to be reviewed.....

Signed on behalf of the provider.....

Name of Signatory.....  
 .....

Role of signatory.....  
 .....

