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# Staff Handbook

## Schedule 29 - On Call, Call Out & Overtime Policy

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## Document History

Title	<Title>: <subtitle>
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## Review Panel

Name	Role
Kate Guilding	Company Secretary
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## Schedule 29

### On Call / Call Out / Overtime Policy

**It is fine to work a little late to finish off a piece of work or to pursue an AireTime activity if you so choose. However, Aire Logic staff should not otherwise be working overtime unless agreed with the customer (or Principal Consultant where relevant). Where overtime work has been agreed with the customer this policy describes the required procedures.**

#### 1. **About this policy**

- 1.1 This policy deals with reimbursement for working overtime, being on call and/or call out, which may be required of you from time to time depending on the needs of the project or piece of work you are involved in
- 1.2 This policy does not form part of any employee's contract of employment and we may amend it at any time.

#### 2. **Payment for Overtime / On call / Call out**

- 2.1 We will reimburse overtime and on call/call out incurred in accordance with this policy. Any attempt to claim overtime or on call/call out fraudulently or otherwise in breach of this policy may result in HR taking further action.
- 2.2 Overtime and on call/call out will only be reimbursed if:
  - (a) the Aire Logic, and where applicable, the clients time tracker have been completed; and
  - (b) It has been authorised in advance by the Principal Consultant or Finance/Commercial Lead.
  - (c) Claims for authorised overtime and on call submitted in accordance with this policy will be paid through payroll at the end of the following month.
  - (d) Any questions about the reimbursement of on-call or overtime should be put to your Principal Consultant or Finance/Commercial Lead before you incur the relevant costs.
- 2.3 Hourly rates are calculated as your annual salary divided by 260 days, divided by 7.5 hours.

#### 3. **On Call Rates**

- 3.1 We will reimburse your on-call costs at 25% of your hourly rate, the same rate applies whether you are on call overnight, on public holidays or over a weekend.
- 3.2 Overnight hours are 15 in total from 6pm - 9am. Weekend or public holiday hours are 24 in total calculated as 9am-9am.
- 3.3 You must ensure your time tracker is completed with the on call hours you have incurred to the nearest 0.5 of an hour.

#### 4. **Call Out Rates**

- 4.1 We will reimburse you your call out costs at 150% of your hourly rate, the same rate applies whether you are called out overnight or over a weekend.
- 4.2 Call outs will be calculated to the nearest 0.5 of an hour. Any call-out will incur a minimum 0.5 hour reimbursement (even if solved in < 15 mins).

4.3 You must ensure your time tracker is completed with the call out hours you have incurred to the nearest 0.5 of an hour.

5. **Overtime**

5.1 Overtime will be reimbursed with time off in lieu subject to pre agreement from the Principal Consultant or Finance/Commercial Lead.