

**DYFED ARCHAEOLOGICAL TRUST**

**FLEXIBLE WORKING AND OVERTIME GUIDELINES**



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# **DYFED ARCHAEOLOGICAL TRUST ("DAT")**

## **FLEXIBLE WORKING AND OVERTIME GUIDELINES**

### **Normal working hours**

DAT operates a 37 hour working week for full time staff, the normal hours of work being 9.00 am to 5.00 pm Monday to Thursday and 9.00 am to 4.30 pm on Friday, with a 30 minute unpaid break each day.

### **Essential information**

It is essential that line managers discuss in advance with appropriate staff arrangements for flexible working, variation to normal working week or overtime, and that line managers inform the administration office of the agreed arrangements.

Three issues are outlined below:

- Flexible working
- Variation to normal working week: temporary arrangements to cover intermittent evening/weekend working
- Working overtime: where staff may be entitled to take time + 1/2, or double time off in lieu of evening/weekend working

### **Flexible working**

Flexible working is intended to accommodate the needs of individual members of staff and DAT in a way that is not possible within normal working hours. In this way staff can come into work early and leave early. Flexible working arrangements must be agreed in advance with the relevant line manager.

### **Variation to normal working week**

It is sometimes necessary to work a few hours in the evening, or work a Saturday or Sunday. The total working hours should not normally exceed 37 hours a week. If, for example, a Saturday is worked then a day in the preceding or succeeding week should be taken off to ensure that no more than 37 hours are worked. The administration of flexible working can be accounted for on time sheets. In some circumstances it is permitted for members of staff to accumulate more than one day to be taken at a later date (usually not more than 30 days later), but this needs to be agreed in advance with the appropriate line manager and the administration office.

Main points:

- Evening/weekend working may be required
- Members of staff who work 37 hours from Monday of week 1, then work Saturday and/or Sunday are expected to take 1 or 2 days off in the following week, or soon after (prior agreement for this is required)

### **Working Additional Hours (Overtime)**

Staff may be required to work extra hours over and above the 37 hour working week (within the provisions of the Working Time Regulations 1998). This is unusual, and will normally be on commercial projects when there is a need to complete fieldwork within a tight timescale. Any such extra hours must be arranged in advance with the appropriate line manager and the 'Overtime Claim Form' completed prior to working the extra hours. If there is provision in the budget then time and a half will be paid for extra hours worked (over the 37 hour working week) on weekdays and Saturdays and double time will be paid for extra hours worked on for Sundays, or time off in lieu can be taken at time and a half for extra hours worked (over the 37 hour working week) on weekdays and Saturdays, and double time for extra hours worked on for Sundays.

Main points:

- Overtime is not obligatory, staff will not be penalised if they feel unable to work over 37 hours.
- Time in lieu should be taken within 30 days, unless agreed with their line manager