



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Overtime Policy

January 2023

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Introduction

Colleagues will generally be required to work within normal working hours (as per the terms and conditions of their contract of employment) to meet business needs and engage with colleagues and stakeholders.

From time to time, colleagues may be required to be available to attend and/ or complete work beyond (or outside of) their normal working hours to meet business needs and it is expected that in the main flexi-time/ flexi-leave, Time off in Lieu (Own Time Management principle) should sufficiently balance this demand.

For circumstances where the above aren't suitable or sufficient Overtime (for those eligible for paid Overtime in the Central Bank) can be arranged and this will be aligned to the provisions of the Organisation of Working Time Act, 1997.

This policy aligns to Civil Service Circulars 08/2021: Overtime in the Civil Service (other than for provisions agreed in specific Collective Agreements as referenced in this policy) and 14/2022: Revision of Working Hours in the Civil Service.

Purpose

The purpose of this policy is to set out the core principles in relation to overtime and how it is managed in the Central Bank.

Policy Statement

Guiding Principles

- Colleagues in roles at Bank Professional 2 level/ grade and above are not eligible to be compensated for additional hours worked and this includes those acting-up to roles at these grades;
- Colleagues in receipt of an overtime payment for additional hours worked cannot receive other benefits in respect of this time (e.g. time off in lieu or as credit towards flexi-leave);
- Colleagues are required to register their finish time on HR Central before commencing overtime;
- Overtime hours worked should not be entered on HR Central; and

- Overtime applications should be claimed to the nearest 15 minutes, for example if you finish at 20:08pm, the time on your application form should be listed at 20:15pm.

Application of Overtime

- Overtime will be kept to a minimum and will only apply outside of normal working hours (09.00-17.00 or as per the contract of employment);
- Management must be satisfied that the requirement for overtime is unavoidable as business needs cannot be delivered within standard working arrangements; and
- Line managers must agree overtime in advance of it being completed and are encouraged to engage with their divisional management regarding any overtime requirements on their team.

Time Off In Lieu

- In the main, where working time (in excess of contracted hours) is required, flexi-leave or own time management can and will be used;
- In line with the Foster Agreement, Professional & Administrative Staff (up to and including Bank Professional 3) may take time off in lieu of overtime worked at a flat rate on an hour for hour basis;
- Colleagues should be agree this in advance with their manager and ensure it is taken within four weeks of the hours being worked or it will be forfeited ;
- Time off in lieu should be booked via HR Central;
- Colleagues cannot receive an overtime payment if they are availing of time off in lieu for the hours worked; and
- The granting of time off in lieu, instead of overtime payment, will be at the discretion of the line manager.

Overtime Payments

- Overtime payments are non-pensionable and not reckonable against pension calculations and will not be taken into account in calculating salary on promotion;

- In calculating overtime payments, the following allowances may be taken into account:
 - a. Acting-Up Allowance if the grade the colleague is acting up to is eligible for an overtime payment.
 - b. Shift Allowance if the colleague has been in receipt of this allowance for the preceding 4 weeks.
- Overtime may be claimed for time spent travelling for business purposes outside of normal working hours at the appropriate rate – please see the Overtime Procedure for more information;
- Meal Allowance will only apply where overtime is being carried out onsite and Staff Restaurant facilities are not available.

Minimum Overtime Payment

Where extra attendance is agreed in advance, but the exact duration of the requirement cannot be confirmed in advance, colleagues will receive a minimum overtime payment regardless of how many additional hours they have worked. This minimum payment will amount to:

Monday-Friday:	Saturday, Sunday & Public Holidays:
20.00-00.00 = 3 hours at the appropriate rate	3 hours at the appropriate rate
00.00-08.00 = 4 hours at the appropriate rate	

- The minimum payment for scheduled overtime on Saturday, Sunday and Public Holidays is three hours. Therefore, where colleagues attend work/ work remotely for scheduled overtime of less than three hours they should receive payment for three hours at the appropriate rate outlined in Appendix 1;
- Where an unscheduled situation arises (i.e. the Central Bank requires colleagues to return to/ attend/ complete work at short notice outside of normal working hours to address urgent business needs) a minimum payment equal to four hours at the appropriate rate will be applied; and
- Where colleagues attend/ complete overtime remotely for longer than the minimum payment covers, they will receive overtime payment at the appropriate rate (as per Appendix 1) for the hours worked.

Meal Allowance

In line with the circular , and expanded by both the McGrath and Foster Agreements, a meal allowance will be applied to colleagues working overtime if meal facilities are not available to them onsite when they are completing overtime. The allowance will be applied as follows:

- Lunch Allowance of €7.33 will be paid if working more than 3 hours and taking a minimum unpaid break of 30 minutes; and
- Tea Allowance of €9.35 will be paid if working at least of one hour and taking a minimum unpaid break of 30 minutes. This generally applies for evening overtime.

Travel Overtime

- Overtime may be claimed for time spent travelling for business purposes outside of normal working hours at the appropriate rates;
- The first half hour of the outward journey and last half hour of the return journey will not be eligible for payment;
- Travel overtime does not apply for colleagues that are commuting to or from work for overtime during the working week or over a weekend or public holiday;
- In line with the Foster Agreement, colleagues at Bank Professional 1 & 2 level/ grade who are entitled to flexi-time/ flexi-leave can elect to take time off in lieu for time spent travelling for business purposes outside of normal working hours (subject to the certain provisions);
- Colleagues at Bank Professional 1 & 2 level/ grade who do not have an entitlement to flexi leave can use the principles of Own Time Management to avail of time off in lieu; and
- Colleagues in roles from Bank Officer to Bank Professional 3 level/ grade have the option to either avail of either travel overtime with the first and last half hour of the journey being ineligible for payment or time off in lieu. As outlined above, 'Time Off in Lieu' must be taken within four weeks of travel.



T: +353 (0)1 224 5800
E: publications@centralbank.ie
www.centralbank.ie



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