

Bitteswell with Bittesby Parish Council
ANNUALISED HOURS POLICY AND GUIDANCE

Adopted 04 May 2022 | Reviewed May 2024

Introduction

This policy sets out the principles for the operation of annualised hours. It should be read in conjunction with your contract of employment.

Annualised hours working involves an employee working a set number of hours over a year (rather than per week). This means they may work longer hours during certain periods of the year and less at others.

Principal Guidelines

1. A year under the annualised hours system begins on 1 April each year and ends on 31 March.
2. Your contract of employment will state how many hours you are contracted to work each year.
3. Hours under the annualised hours system are based on 260 working days in the year (52 weeks per year x 5 working days in each week). Staff who work full-time (equating to 37 hours a week) are contracted to work 1924 hours per year (37 hours a week x 7.4 hours a day). Part-time staff will be contracted to work a pro-rata equivalent number of hours.

Working Pattern

1. There is no set core hours of attendance under the scheme, although you are expected to attend regular Parish Council meetings.
2. As you are employed on an annualised hours contract you do not have set hours of work and you agree to work flexibly.
3. You are not required to work a minimum or maximum number of hours in any particular month.
4. During a working day, you are required to take a minimum break of thirty minutes if you work over and above six hours. The break must be taken approximately half way through the working day.

Recording time worked

You should record the hours you work on a timesheet. It is imperative that an accurate record is maintained of hours worked and a summary submitted to the council on a quarterly basis.

Annual Leave and Bank Holiday Entitlement

Annual Leave and Bank Holiday leave will be calculated in hours and deducted from the number of hours to be worked in the year.

Salary

Your salary will be paid in twelve equal monthly instalments, irrespective of the number of hours worked in that month.

Excess Hours

If your total contracted hours for the year have been achieved prior to the end of the year, you will receive payment at your appropriate hourly rate, in addition to your normal monthly salary. An element of annual leave entitlement is also paid on the additional hours worked.

Underachievement of Hours

If your total contracted hours have not been achieved by the end of the year you may either: repay the council for all the hours underachieved at your normal rate or pay or agree an appropriate timescale to catch up on the underachieved hours.

Leaving the Council

If you leave the Council part way through the annualised hours year, both you and the Council should make every effort to ensure that you have worked the required number of target hours for the proportion of the year by your date of leaving.

You will be paid for any hours worked over and above your required hours for the proportion of the year. Likewise if you have not worked the required number of hours, your final salary payment will be adjusted accordingly.

Monitoring and Review

All working arrangements are subject to on-going monitoring and periodic review as part of the Council's commitment to continuous improvement. Where working arrangements are found to no longer meet service requirements, it may become necessary to consult and negotiate changes with the employee(s) concerned.