

5.1 Overtime & Time in Lieu Policy

Overtime and Time in Lieu Limitations

1.) In the case of all overtime worked, Teagasc must be satisfied that the amount or nature of work is such that extra attendance is unavoidable. In particular, attendance at work on a Saturday, Sunday or Public Holiday must be kept to a minimum at all times. Some grades of staff are entitled to payment for overtime worked while others are not. All extra attendance must be sanctioned by the relevant line manager, in writing in advance. Where pre-approval cannot be obtained, it must be obtained as soon as possible thereafter. All extra attendance must comply with the [Organisation of Working Time Act](#) regulations which are set out in the following section (Section 5.2: Organisation of Working Time Act, 1997).

2.) If it is necessary for staff to work overtime on occasion but the regulations do not allow payment for that overtime, staff may be entitled to benefit from time in lieu. Time in lieu where applicable is given on the strict understanding that:

- (a) All extra attendance must be sanctioned by the relevant line manager in advance
- (b) Time in lieu is used in the year it is accrued
- (c) Time in lieu is given at a flat rate, i.e. regardless of whether the extra attendance takes place on a weekend, weekday or Public Holiday, time in lieu is given on an hour for hour basis only (see exceptions to this in the case of clerical/administrative grades)
- (d) The source of record for time in lieu owing to staff is Core HR
- (e) All extra attendance must comply with the Organisation of Working Time Act regulations which are set out in the following section (Section 5.2)

It is the responsibility of line management to ensure that time in lieu is managed effectively within their area. Time in lieu hours will be cleared out through the Core HR system on 1st January each year.

Entitlement to Overtime and Time in Lieu

Technician Grades

Career and Entry Grade Technicians:

Where overtime payment is available the following salary rules will apply in keeping with [Haddington Road Agreement](#):

- For those on salaries (inclusive of allowances) of up to €35,000 overtime is paid at time and a half at the first point of the appropriate scale (but not less than time at any point on that scale).
- For those on salaries (inclusive of allowances) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individuals scale point
- No payment for the first 75 hours worked in a calendar year – time in lieu is given for the first 75 hours according to the limitations as set out in paragraphs 1 and 2 (above)
- Thereafter overtime to be paid in keeping with salary rules set out above
- All weekend work is paid at double time
- All night work (between 12 midnight and 8am) is also paid at double time

Technicians grade 1, 2 and 3 (including College Technicians):

Where overtime payment is available, the following salary rules will apply in keeping with [Haddington Road Agreement](#):

- For those on salaries (inclusive of allowances) of up to €35,000 overtime is paid at time and a half at the first point of the appropriate scale (but not less than time at any point on that scale)
- For those on salaries (inclusive of allowances) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individuals scale point
- Time and a half is also paid for the hours on Saturday from 8am to 12 midday, salary rules to apply
- Double time is paid for any work between 12 midnight and 8am
- Double time is paid for weekends and public holidays (excluding the hours between 8 am and 12 noon on Saturday)

All other technician grades (i.e. technologist grade, experimental officer, EO1 and PEO grades) are entitled to benefit from time in lieu according to the limitations as outlined in paragraph 2 above (overtime and time in lieu limitations).

Note: All overtime must be sanctioned by the relevant line manager and signed off on by the Administrative Officer before submission for payment. Time in lieu must also be sanctioned and managed effectively.

ADO Grades

ADO I and II staff are entitled to time in lieu for hours worked after 7:00 pm and no later than 10:30pm and for a maximum of 7 hours on a Saturday or Sunday subject to the limitations as outlined in paragraphs 1 and 2 above and relating to the work areas listed below. (Exceptions outside of this may occur on occasions and should be discussed and handled locally.)

Time in lieu hours can only be accumulated for work in the following areas:

- Group meetings
- Events (where the staff member is performing a formal role)
- Education Delivery

Any extra attendance by ADO staff must be sanctioned and signed off on by the relevant Regional Manager/College Principal/Head of Department in advance. Staff can apply in advance for time in lieu in block by submitting details of scheduled events/training/group meetings etc. on a quarterly basis (for example every 3 months) to the line manager.

Exceptional arrangements around time in lieu for identified exceptional circumstance periods such as Basic Payment will be set out by the Head of Advisory Services or Head of Education on an annual basis.

In colleges/ regions delivering formal coursework/practical instruction (e.g. part time and distance education Green Cert classes or discussion group meetings) scheduled to commence earlier than 7:00 pm, and or that necessitate substantial preparation immediately prior to class/event commencement; local management may allow, if warranted, a time in lieu grace period from 6:00 to 7:00pm.

Clerical/Administrative Grades

Subject to the limitations as outlined in paragraphs 1 and 2 above, overtime may be paid (where overtime budgets are available) or time in lieu given to clerical/administrative grades subject to the following conditions:

Grades 2 and 3

- **Where overtime payment is available**
 - For those on salaries (inclusive of allowances) of up to €35,000 overtime is paid at time and a half at the first point of the appropriate scale (but not less than time at any point on that scale).
 - For those on salaries (inclusive of allowances) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individuals scale point
 - Minimum payment for overtime on Saturdays, Sundays and Public Holidays is three hours.
- **Where Time in Lieu is pre-approved**
 - Monday to Friday inclusive time-in-lieu will accrue at the flat rate
 - Saturday (after 9.15 a.m. onwards) time-in-lieu will accrue at time and half rate
 - Sunday time-in-lieu will accrue at time and half rate
 - Public Holidays time-in-lieu will accrue at time and half rate

Grade 4

- **Where overtime payment is available**
 - For those on salaries (inclusive of allowances) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individuals scale point
 - Overtime should be calculated for completed hours of attendance by reference to the lesser of:
 - the staff members actual scale point
 - or the sixth point of the scale
 - overtime will not apply for the first hour worked Monday – Friday for those above the 6th point of the scale
 - Minimum payment for overtime on Saturdays, Sundays and Public Holidays is three hours.
- **Where Time-in-Lieu is pre-approved**
 - Monday to Friday inclusive time-in-lieu will accrue at the flat rate
 - Saturday (from 9.15 a.m. onwards) time-in-lieu will accrue at time and half rate
 - Sunday time-in-lieu will accrue at time and half rate
 - Public Holidays time-in-lieu will accrue at time and half rate
 - Time-Off in lieu will not apply for the first hour worked for those above the 6th point of the scale

Grade 5

- It is not expected that overtime would be paid or time in lieu given to staff members at this level. However, the staff member's line manager may make an application to the Head of Directorate who may authorise payment or time in lieu to this grade in exceptional circumstances. In this case the same rules which apply to grade 4 staff members as set out above will apply.

Grade 6 and upwards

- No overtime or time in lieu is given to these grades for extra attendance.

Note: All overtime must be sanctioned by the relevant line manager. Time in lieu must also be sanctioned by the relevant line manager and managed effectively.

Farm, Domestic, Craft and Maintenance Grades

Overtime is payable to all farm, domestic, craft and maintenance staff subject to the limitations as outlined in paragraphs 1 and 2 above and subject to the following conditions:

The following salary rules will apply in keeping with the Haddington Road Agreement:

- For those on salaries (inclusive of allowances) of up to €35,000 overtime is paid at time and a half at the first point of the appropriate scale (but not less than time at any point on that scale).
- For those on salaries (inclusive of allowances) of €35,000 or greater, overtime will be paid at the rate of time and a quarter at the individuals scale point
- Time and a half is also paid for the hours on Saturday from 8am to 12 midday salary rules to apply
- Double time is paid for any work between 12 midnight and 8am
- Double time is paid for weekends and public holidays (excluding the hours between 8 am and 12 Midday on Saturday)
- Any work on Good Friday is paid at flat rate.

Note: All overtime must be sanctioned by the relevant line manager and signed off by the administrative officer before submission for payment

| Version | Revision Date | Summary of Changes | Policy Owner |
|---------|---------------|---|--------------|
| 2.0 | July 2019 | Changes to rules for accumulation and carry-over of time in lieu. | HR |