

National Association  
of  
Racing Staff



**nars**

National Association of Racing Staff

**Overtime Policy**

Date; 06/12/2018

## **Overtime**

The purpose of this policy and the procedures set out in it is to ensure that employees are properly reimbursed for authorised overtime they undertake on agreement with the employer.

**Employees are** responsible for ensuring that:

- All claims are accurate, complete and submitted by *[put in day of week and time the employer wants them submitted by to include in the pay run]*
- All claims are in accordance with this and any other relevant company policy

Submitting claims which do not adhere to this policy may be treated as misconduct and dealt with through the employer's disciplinary procedures.

This policy is non-contractual and may be changed at any time by the company

## **Basic Working Hours**

The basic working week is 40 hours.

As part of the basic working week 5 hours will be worked of a Saturday morning unless expressly stated otherwise in the employee's individual contract of employment

These basic working hours are paid at "Plain Time" at the rate set out in the employment contract.

## **Overtime - (authorised additional working time over the basic 40 hours)**

This applies to all employees other than those on a salary or whose contract expressly states otherwise.

Overtime in the yard outside of the Plain Time referred to above is be paid at time and a half

Time away from the yard racing outside of Plain Time will be paid at the hourly rate specified in the NTF/NARS memorandum of agreement on minimum terms and conditions of employment.

Overtime will be paid in claiming periods of 15 minutes.

No overtime enhancements will be given until a person has worked 40 hours a week regardless of the day of the week being worked.

### **Overtime claim form**

All claims must be accurate, complete and submitted by [*put in day of week and time by which the employer wants them submitted by to include in the pay run*].

Late claims which otherwise comply with this policy will be accepted but must be made within one month of the overtime/additional hours taking place. Failure to submit within this time period means the claim will not be authorised.

Claims will be paid to the nearest 15 minutes rounded downwards. Hours claimed must not include any lunch or other unpaid meal breaks.

Where applicable, the claim form completed by the employee must be given to [ ] for authorisation and passing to payroll.



Employee Signature

Date

[Where applicable] I hereby certify that the overtime worked by this employee as shown was necessary and the duties were duly performed.

.....

.....

Manager Signature

Date

Passed to payroll .....

Date processed .....