

Pre-arranged (determined) overtime policy

New policy number: **375**
 Old instruction number: **PER:F020:a2**
 Issue date: **22 October 2004**
 Reviewed as current: **7 November 2023**
 Owner: **Assistant Director, People Services**
 Responsible work team: **Policy, Pay and Reward**

Contents

- 1 Introduction 2
- 2 Pre-arranged overtime 2
- 3 Application of pre-arranged overtime..... 2
- 4 Process..... 2
- 5 Recording and rate of reimbursement 4
- 6 Claiming and payment process 4
- 7 Help and support 5
- Document History 6

1 Introduction

- 1.1 This policy sets out the arrangements for pre-arranged overtime and applies to operational employees.
- 1.2 The 6th Edition of the Grey Book provides opportunities for Fire Services and their employees to participate in voluntary overtime work. Working overtime along with the benefit of additional remuneration, provides staff with good development opportunities, the chance to enhance skills further and offers the possibility of working with a range of colleagues including those who may not be in the immediate work team.
- 1.3 This policy should be applied in line with the Brigade's [values](#):
 - Service – We put the public first.
 - Courage – We step up to the challenge.
 - Learning – We listen so that we can improve.
 - Teamwork – We work together and include everyone.
 - Equity – We treat everyone fairly according to their needs.
 - Integrity – We act with honesty.

2 Pre-arranged overtime

- 2.1 In line with the Working Time Regulations, pre-arranged overtime allows for members of the Brigade to undertake pre-arranged overtime work, subject to a maximum total working time of 48 hours per week averaged over a rolling six-month period (this equates to 144 hours in 6 months) including overtime and secondary employment. The policy should be read in conjunction with the [PAO guidance note](#) which outlines the pre-arranged overtime booking process.

3 Application of pre-arranged overtime

- 3.1 The Brigade will offer you pre-arranged overtime duties in respect of the following categories of activity, subject to authorisation by the relevant assistant commissioner or head of department:
 - Making good temporary staffing deficiencies in order to maintain the required level of ridership/appliances on the run.
 - CFS activities.
 - Outreach activities.
 - Training activities.
 - Other activities that directly or indirectly support the Brigade's objectives.

4 Process

Eligibility

- 4.1 The following staff groups are eligible to undertake pre-arranged overtime:
 - Uniformed operational: FF, leading firefighter, sub officer and station officer (this includes staff on development).
 - Uniformed non-operational - all roles.

Registration process

- 4.2 All eligible staff will be able to register for inclusion on the pre-arranged overtime list/database on the StARS system. Please complete the application form on StARS. This process requires you to state if you are applying for 'Station Based (Operational) Overtime' or 'Non-Station Overtime'. All employees registering must provide a valid UK mobile phone number (11 digits without spaces, commencing 07). In the instance of 'Station Based' only operational staff (FF, leading firefighter, sub officer, station officer) can apply and must select at least one station from the list to indicate the areas they wish to be considered for.
- 4.3 All work undertaken in respect of the primary employer (London Fire Brigade) and any secondary employer, normal working hours and any overtime, contributes to the overall limit of 48 hours working time per week. Hours undertaken in respect of a self-employed activity are not counted.

Exclusions

- 4.4 Pre-arranged overtime will usually be available to all registered staff who are eligible and suitably qualified. The Brigade reserves the right to restrict access to pre-arranged overtime where it is reasonably deemed necessary to do so. This might include for example due to concerns for the staff members current health and wellbeing, or where the process is not being followed appropriately. In such instances employees will be provided details by their manager of why their request is being refused and have an opportunity to discuss this further. Managers can seek advice from People Services.
- 4.5 If you are dissatisfied about the justification of a decision for restricting access, you should raise your complaint in accordance with [Policy number 0394](#) – Complaints (grievance) policy.

Offer process

Station based (operational) overtime

- 4.6 Offers of station based operational overtime will be made taking the following criteria into account.
- You have selected station-based overtime via the rotabook overtime registration.
 - You have selected the station where the requirement exists within their overtime registration.
 - You are on a suitable rota day for the shift (working consecutive shifts shall not be permitted).
 - You are not absent (through sickness, holiday, suspension etc.) on the shift date.
 - You are not on training or light duty, or performing Mutual Exchange (MX) or a recall duty shift.
 - You have not been refused a request for pre-arranged overtime (as at paragraph 4.4).
 - You are qualified (by role/skill) to fill the requirement.
 - You are not already booked on a PAO assignment for that day or have not indicated that you are unavailable for the assignment via the online portal.
 - You would not be caused to exceed 144 hours overtime in the 6 months up to and including the shift date.
- 4.7 Selection of staff that meet the criteria above for an offer of re-arranged Overtime shall be ordered where possible and as appropriate on the following criteria:
- Employee based/detached at station where requirement exists (if yes first).
 - Number of hours overtime in the last 6 months (fewest first).

Operational staff in non-operational posts

- 4.8 Staff who are not currently working at a watch team are 'flagged' on the system, to highlight to the personnel administering pre-arranged overtime that you may not have competency to perform an operational role and this competency to perform the role required will need to be confirmed prior to an offer being made.

Note: that the acting role of an employee performing station-based overtime is only used if the employee is in an operational watch team on the date of the overtime. Those employees who are based at non-station teams or detached to non-station teams will only be allowed to perform operational overtime in their substantive role.

Non-station based overtime

- 4.9 Non-station based overtime when authorised is booked via the individual's StARS Rotabook by right clicking and selecting New, Pre-arranged Overtime. All non-station based overtime must be authorised in advance by the appropriate AC, head of department or their delegated authorities.

Booking pre-arranged overtime assignments

- 4.10 All staff eligible for PAO assignments (i.e. the individual opportunities for PAO on a particular shift with locations/roles) will be provided with access (via secure personal login) to the StARS Online Portal (the portal). This is a website which can be accessed online anywhere i.e., via mobile phone and desktop. The portal contains information on available and booked pre-arranged overtime assignments. Further details how to register and how the PAO process works is available on [Hotwire](#) and in the [PAO guidance note](#).

5 Recording and rate of reimbursement

- 5.1 Pre-arranged overtime will be recorded for reimbursement in increments of either:
- Whole shifts. (Pre-arranged operational overtime).
 - Attendance beyond the shift originally offered shall be considered casual overtime.
 - Pre-arranged overtime shall not be considered as casual overtime and will not be eligible for consideration for overtime leave as detailed in [Policy number 0430](#) - Casual overtime duty, leave and allowances and public holiday rates – operational staff.
 - In excess of one hour in 15-minute increments. (Non-station based overtime).
- 5.2 Part-time employees will be entitled to enhanced overtime rates only at those times and in those circumstances that full-time employees would qualify, for example, working more than 42 hours a week for operational uniformed staff.
- 5.3 Reimbursement of performed overtime shall be based on the following overtime rates:
- Monday – Sunday - Time plus 1/2
 - Public Holidays - Double time

6 Claiming and payment process

- 6.1 Each occasion of pre-arranged overtime is automatically recorded as a separate entry on StARS. At the end of each calendar month, the station commander or head of section are required to check and authorise the pre-arranged overtime payments via StARS. The monthly deadline for entry and authorisation is the 4th of the following month for payment in that month's salary.

7 Help and support

- 7.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk or Payroll by email to payforms@london-fire.gov.uk. Please contact a Professional Standards Adviser in the Professional Standards Unit (PSU) on extension 31880 or by email to PSU@london-fire.gov.uk regarding a complaint (grievance).
- 7.2 This policy may also be available on request in other alternative accessible formats as set out in [Policy number 290](#) – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to communications.team@london-fire.gov.uk to discuss your needs and options.
- 7.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the [Staff Suggestion Scheme on Hotwire](#) as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements

Document History

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	30/05/24	SDIA	L - 09/06/23	HSWIA	09/06/23	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	This policy has been reviewed as current, no changes were necessary.	14/01/2010
Page 5	Bullet points for paragraph 6.1 have been rewritten and paragraph 6.2 was deleted, please read through to familiarise yourself with the changes.	17/05/2012
Page 3	New section added – Exclusions and appeals paragraphs 4.4-4.7 replaces deleted section – Criteria paragraphs 4.4-4.6.	18/09/2012
Page 6	SIA date added.	08/10/2013
Page 6	Subject list and FOIA exemptions tables updated.	16/12/2014
Throughout	Reviewed as current with no changes.	16/11/2015
Throughout	Role to rank changes made to content.	15/10/2019
Page 1	Owner title changed from 'Head of Human Resource Management' to 'Assistant Director, People Services'.	08/09/2020
Throughout	Reference to London Fire and Emergency Planning Authority changed due to the abolition of LFEPA.	
Page 1 Page 3 Page 4 Page 5 Throughout	Introduction updated. Revision of criteria under exclusion and appeals. Offer process paragraph updated to reflect use of Pre-arranged overtime app. Insertion of Booking prearranged overtime paragraph to reflect the use of Pre-arranged overtime app. Reference to use of Pre-arranged overtime app. Please familiarise yourself with the changes.	18/07/2022
Page 6	SDIA and HSWIA updated.	12/06/2023
Throughout Page 4, para 4.10-4.15 para 6	Reviewed as current. Process details removed and added to Hotwire. Help and support added,	07/11/2023
Page 2, para 4.5 Page 4, para 7.1	Updated reference to PN0394 - Complaints (grievance) policy. Professional Standards Unit details added.	19/02/2024

Page/para nos.	Brief description of change	Date
Page 2, para 1.3	Values included.	25/03/2024
Page 5, para 7.2	Access to alternative policy format details added.	11/04/2024
Page 5, para 7.3	Staff Suggestion scheme details added.	10/06/2024

Subject list

You can find this policy under the following subjects.

Working hours	Overtime
Pre-arranged overtime	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification