

**GOLDSMITHS
University of London**

FRAMEWORK AGREEMENT AMENDMENT

REVISED SECTION I

HOURS OF WORK AND OVERTIME

Working Time and Wellbeing

1. We regard the health, safety and wellbeing of staff as paramount. It is not college's intention that any staff should work long hours consistently in excess of 35 per week on a sustained basis, whether or not they are eligible for overtime payment. It is expected that staff and managers of staff ensure that hours of work are not excessive and that sufficient breaks and rest periods are taken to ensure the maintenance of wellbeing. Not only is this important for the individual's wellbeing, but we recognise also that long hours can lead to less effective and efficient performance.
2. Where it becomes apparent that any member of staff is regularly working excessive hours over sustained periods, and that insufficient rest and holiday periods are being taken, the individual and line manager should examine the situation.
3. It will be important to collect data in order to review individuals' working patterns, methods, efficiency and training, and the staffing levels that are leading to excessive working. Human Resources will be happy to work with staff and managers who find themselves needing to address this issue, in order to resolve the situation satisfactorily.

Hours of Work

- **Staff in Grades 1 to 5**
4. Full time staff in grades 1 to 5 inclusive have a contractual working week of 35 hours per week. Days and hours of working are generally 9am to 5pm from Monday to Friday with one hour for lunch per day.

5. However, actual working times and patterns may vary from this standard pattern by local agreement, and staff are expected to be flexible in meeting the needs of Goldsmiths in delivering an efficient and effective service to all its stakeholders.
6. In general, working patterns will be specified in staff appointment letters but variations may be agreed from time to time between individuals or groups and their line management, on a permanent or temporary basis.

- **Staff in Grades 6 to 10**

7. Staff in Grades 6 to 10 are generally employed in posts which have a wide span of responsibilities and a higher degree of independence in organising their work.
8. Full time staff in grades 6 to 10 do not have standard working hours and are expected to work the hours necessary to fulfil their roles. It is recognised that all posts in these grades will need varying work patterns to deal with peaks of work over the year and pressures on time organisation at different periods.

Overtime

- **Grades 1 to 5**

9. In the spirit of the intentions noted in paragraphs 1 to 3 above, overtime working should be minimised by ensuring that efficient and effective working methods, tools and working patterns, including local flexitime or shift arrangements, are adopted to meet the needs of a Department's and the College's stakeholders.
10. There will inevitably be some occasions when overtime working is essential to meet peaks in workload or to meet emergency needs such as sudden staff absence.
11. Wherever possible overtime should be planned in advance and staff should be given as much notice as possible of overtime working requests.
12. All staff are expected to be flexible and cooperate in meeting any requests for overtime working from managers. Managers for their part will ensure that requests for working overtime will be firstly offered to all relevant staff fairly, and avoid the potential that the same individuals are always offered the opportunity to work overtime to the exclusion of others. Equally, managers will take into account the individual member of staff's expressed needs e.g. dependent care, when asking staff to work overtime. They will bear in mind that some staff may wish to volunteer for overtime, and will

therefore not make assumptions regarding the preferences of an individual.

13. All overtime working must be authorised by the line manager or a person senior to the line manager before the overtime is worked. If staff choose to work longer hours without being requested to do so and seek compensation for additional hours worked, they must have the line manager's permission to work overtime hours beforehand.

Compensation

14. In general staff will first be expected to take time off in lieu on an hour for hour basis for overtime hours worked. Only if a genuine case arises where operational requirements make it impossible for staff to take time off in lieu should financial compensation for overtime be agreed.

15. No enhanced rates will be paid unless the member of staff has worked hours in excess of 35 hours in a week i.e. part time staff will receive plain time rate for hours in excess of their contractual hours until they reach 35 hours per week during normal working days i.e. generally Monday to Friday. However, if a part time member of staff is requested to work on a Saturday, Sunday or Public Holiday, and any of these days are not part of their normal contracted working pattern, they will be paid the overtime rate for those hours so worked.

16. Where overtime is to be paid, the following rates will apply:

Mondays to Friday hours In excess of 35 hour week	Time and one half
Saturday	Time and one half
Sundays	Double time
Public Holidays and official holidays	Double time and time off in lieu equivalent to the hours worked
Christmas and Easter Closure days	

- **Staff in Grades 6 to 10**

17. Staff in grades 6 to 10 may not claim overtime payments. Managers and staff are reminded of the statements in paragraphs 1 to 3 above where persistent and excessive long working hours are apparent.