



<u>Policy Title</u>	Police Overtime
<u>CCMT Sponsor</u>	ACC John Campbell
<u>Department/Area</u>	Force wide
<u>Section/Sector</u>	Force wide

CONTENTS:

1.0 Rationale

TVP is facing unprecedented budgetary pressures as a result of the comprehensive spending review in 2010 and overtime is a significant area of expenditure. A policy is required to assist the management of overtime to ensure that its use is minimised, focused on operational priorities and that value for money can be demonstrated.

2.0 Intention

The policy and associated best practice guidance is designed to provide a framework within which Chief Officers, managers of police officers and staff engaged in Resource Management can improve and sustain the management of overtime and related expenditure.

3.0 General Principles

The principles of the policy are that the Force will strive to **minimise** police overtime and only authorise its use where it is operationally imperative. To achieve this overriding principle:

- All overtime must be pre-authorised.
- Individuals will be held accountable.
- The avoidance of overtime will be achieved by the pro-active planning of resource deployment.
- Overtime will be devolved to the appropriate level.

The scope of the policy covers all police overtime.

4.0 Guidance, Procedures & Tactics

The policy applies to **all** Thames Valley Police Officers and staff managing their duties and overtime, including collaborative arrangements where Thames Valley Police is the lead force in relation to claiming and managing overtime.

4.1 Authorisation of overtime

LPA Commanders or equivalent are responsible for all overtime worked by officers in their command and will hold Inspectors to account for the decisions they make.

- All overtime must be **pre-authorised** for a specific purpose either by the line Inspector or duty inspector (for out of hours issues). If operational commitment precludes immediate notification (e.g. Road Traffic accident), ratification of the decision must be obtained as soon as possible.
- Overtime includes both payments and time off in lieu (TOIL). The officer decides on their preferred method of reimbursement for approved overtime.
- Inspectors must only authorise overtime after assessing the rationale, which should include consideration of the operational benefit and funds available. In addition this must not exceed 4 hours.
- Overtime in excess of 4 hours and rest day working will require the Duty Superintendents approval. Where this is inappropriate the Inspector will authorise and notify the Superintendent and Resource Managers in writing of the rationale.
- The officer authorising the overtime must consider the Working Time Regulations when determining the allocation of overtime to individual officers, particularly in cases of recall to duty and rest day working, to avoid officers working excessive hours.

The entitlement to claim overtime for booking on early and off late **only** arises if the individual has received pre-authorisation from the line Inspector.

4.2 Police Overtime Regulations

Police Regulations determine when an individual is eligible for overtime and the appropriate payment levels.

To effectively manage overtime it is imperative that all officers understand the application of Police Regulations in relation to the working of overtime. A quick reference guide is attached which provides details on payment entitlements.

4.3 Management of Overtime

The level of overtime needs to be managed corporately and at a local level to ensure the Forces limited resources are actively managed to achieve results and deliver value for money whilst officer welfare is prioritised.

Resource Management will be operated as a Shared Service provision from the 4th April 2011 and the Resource Managers will be accountable for effective provision and deployment of resources to LPA's and OCU's to meet the principles identified in this policy. The service will be operated on a client/supplier basis between Resource Managers and LPA/OCU

Commanders. To ensure this service is operated effectively the Resource Managers must be actively involved in planning and coordinating resource deployment across the Force. The Resource Managers must be involved at an early stage of all operations/ events.

- Individuals
Individuals' accountability will be monitored through their PDR for compliance with the overall policy. Inspectors PDR's will include an appraisal of their application of the overtime policy, their management of their officer's compliance and the results obtained. Budget holders will be appraised within their PDR's on the overall outcomes of their budget management abilities.
- Corporately
Local Senior Management Teams are responsible for the resources within their command and the benefits and outcomes to the organisation of the decisions taken. The Force Performance Group will challenge the expenditure and outcomes of individual budget holders and Senior Management Teams.

4.4 Planning Deployments

The pre-planning of events and operations avoids the necessity for overtime payments or at least minimises the level of payments. The Resource Managers are to be actively involved in planning and coordinating all resource deployment across the Force, to help minimise the requirement for overtime. When considering the use of overtime the costs and benefits anticipated from proposed resource commitments need to be considered and factored into the decision making process.

4.5 Welfare of Officers

The working of excessive hours and/or a lack of adequate daily and weekly rest breaks can often be a contributory factor to accidents and injuries sustained at work and can also be a direct or contributory cause of several work-related illnesses. Hence the Force has set the following parameters:

- **Maximum Levels of Overtime** – Unless there are exceptional operational reasons, no officer should work more than 30 overtime hours in a month. If an officer is approaching this level the nature of his/her duties should be changed such that the likelihood of the necessity for overtime is reduced. E.g. Instead of working 08-1600 hrs on a PSU commitment, revert to an 08-1600 on shift.
- **Maximum Levels of TOIL** - The Force has set a maximum level of TOIL time for a Police Officer at 160 units¹. On the first working day of

¹ The 160 units limit refers only to unallocated TOIL. If an officer has booked TOIL for a future date, it will not show on their balance. E.g. An officer has 150 units on 1 April. They accrue a total of 40 units of TOIL on 8 and 17 April. If they book 30 units of TOIL to be taken off on 4 June through Duties on 23 April, then on 1 May they will only have a balance of 160 units and no excess TOIL to be paid. If they do not book any TOIL off, the 30 units in excess of 160 will be paid automatically.

every month; the excess over this level will be deducted and paid. Reports should be produced for Senior Management Teams to regularly review and manage the level of TOIL down on their Areas/ Departments.

- **Refreshment Breaks** – Staff authorising overtime must allow time for refreshment in accordance with regulations, as far as the exigencies of duties permit. Time for refreshments is as follows:

Less than 6 hours	30 minutes
6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

4.6 Best Practice

The best practice guidance attached identifies:

- Details on specific areas where **no** overtime should be incurred.
- The information which will be presented at Local and Force Performance groups and form part of the Senior Management team overview.
- The key areas the specific groups within the organisation should be reviewing.
- Practical approaches to resourcing.

5.0 Challenges & Representations

Any challenges or representations about this policy should be made to:

ACC John Campbell
TVP Headquarters South
Oxford Road
Kidlington
Oxford OX5 1NZ

6.0 Communication

6.1 Links to Police National Legal Database/Other Policies

This policy currently links to the Working Time Management Policy.

6.2 Implementation Strategy

Overall policy will be communicated to all Police Officers via email and intranet. Tailored communication for Duty Superintendents, Inspectors, Sergeants and PC's will be developed outlining their specific responsibilities.

The Policy Management Unit will publish the policy onto the policy and procedures intranet site. The policy will also be advertised in Manager's Briefing and on the front page of the intranet.

7.0 Compliance and Certification

7.1 Human Rights Audit

The Human Rights Audit will be carried out by a trained Human Rights Auditor in Strategic Development.

(i) Legal Basis

Employment Relations Act 1999
Police Regulations 2003

(ii) Human Rights Articles Engaged

Article 8 – Right to respect for private and family life

Audited by: Rebecca Griebe
Audited on: 16th March 2011

(iii) Prohibition of Discrimination

By engaging any of the aforementioned Articles, there is the potential to engage Article 14 of the Convention. The enjoyment of the Rights and Freedoms set forth in the European Convention of Human Rights shall be secured without discrimination on any grounds, such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property or other status. Actions taken as a consequence of this policy will be applied fairly and impartially, having due regard for natural justice and human rights.

7.2 Diversity Impact Assessment

An equality impact assessment will be developed and maintained related to this policy.

7.3 Diversity (Human Resources)

In the application of this policy, the force will not discriminate against any persons on the basis of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI)

Police Information is information that is held in relation to a Policing Purpose and can be stored on electronic or manual systems. Information will be collected, recorded, evaluated, shared, retained and disposed of in accordance with the MoPI Code of Practice.

7.6 Data Protection

Personal data processed as a result of this policy will be managed in accordance with the provisions of the Data Protection Act 1998. It is acknowledged that 'sensitive personal data' may be processed and this data will be protected in accordance with the requirements of the Act.

Specific Information sharing protocols should be in place to ensure that all disclosures made in accordance with this policy to take into account the individuals legislative rights.

7.7 Freedom of Information Act

This policy can be made suitable to be made available to the public if requested.

7.8 Protective Markings

It is proposed that this policy is RESTRICTED.

7.9 Health & Safety at Work

There are no Health and Safety at work implications

8.0 Monitoring and Review

The monitoring of expenditure on overtime will be undertaken by Corporate Finance as a key area for Value for Money (VFM) and to ensure that the £2.6m of savings, which are committed to over the next four years of the productivity plan (2011 – 2015), are delivered.

Commanders will be given allocation of overtime in hours and its usage will be monitored. The Resource Management unit will also be accountable for an allocated area of overtime usage and this will be monitored.

The effectiveness of the policy will be formally reviewed on an annual basis by ACC Operations supported by regular interim reviews by the Resource Management unit.

For use by the Policy Management Unit Only

Chief Officer Policy Authorisation

Policy signed off by:

**John Campbell
ACC Operations**

Date

APPENDICES

APPENDIX A

RESTRICTED
THAMES VALLEY POLICE
Best Practice Guidance

The Best Practice guidance covers the following;

1. Overtime Principles
 - 1.1. Criteria for certain activities
 - 1.2. Activities where overtime should not be worked
2. Responsibilities for management of overtime
 - 2.1. Officers
 - 2.2. Resource Manager/ Duties
 - 2.3. Inspectors
 - 2.4. Chief Inspectors/ Superintendents
 - 2.5. Senior Management Teams/Local Performance Groups
 - 2.6. Force Performance Groups
3. Practical Approaches to Resourcing

Please refer to **Major Crime Budget Guidelines** for specific information on Major Crime management.

1. Overtime Principles

The Force will strive to **minimise** police overtime and only authorise its use where it is operationally imperative.

The following criteria will help avoid unnecessary overtime, in addition activities where no overtime should normally arise are identified:

1.1. Criteria for certain activities

- a) **Operations/Events** – these should be planned in advance and in the main be managed by the Operations Teams and Resource Managers. Rest day working should be avoided and this should apply to all staff working on the Operation/event (including those from a specialist unit).
- b) **Execution of warrants** – these should be planned with the Resource Manager and Operations Teams who will be able to advise what resources are available. If possible the duties of the team involved in expediting the warrant should be matched to their role on the day and the time they will be needed the most. I.e. staff should be tasked to attend at the specific time they are required e.g. the Exhibit Officers/ Prisoner Interviewers should be programmed to attend after the initial execution of the warrant.
- c) **Court attendance** – although attendance at court is mandatory, additional details should be included in the officer's claim highlighting

times and location which would give the authorising officer enough information to ascertain whether the claim is reasonable. It should be standard practice for an officer to complete his normal tour of duty regardless of the time they are at court (including travel time). For example if they are at court for four hours, that officer should report back to his home station for the remainder of that tour of duty.

- d) **Travel to courses** – where possible the method and location of training should be chosen to avoid overtime and reduce travel costs. If overtime cannot be avoided then a start time and location of the course must be included in the officer's claim. This will give the authorising officer the necessary information to judge whether the claim is within reason.

1.2. No Overtime Normally Incurred

- a) **Pre-planned meetings** wherever possible should be planned within officers' shifts but if it is an exigency of duty² an officer's shift can be changed with less than 3 months notice in line with the planned meeting. For example Neighbourhood officers should plan meetings that they arrange to coincide with their late turn rostered shifts. However, if a Partner requires police attendance at a meeting that is pre-planned this may meet the criteria for for an exigency of duty. Officers can also volunteer to change their tour of duty to accommodate a meeting. Any change of duties must always be communicated to the Duties Teams so that DMS can be updated accordingly and to ensure an overtime form not inadvertently raised by the system. This requires proactive supervision by first line managers to ensure their staff are using their time effectively.
- b) **Resource movement** – The Human Resources policies within the force must be followed. If an individual needs to change duty patterns within the Force (usually due to a change of role) they should be given at least 3 months notice of this requirement unless there is an exigency of duty. The officer may consent to changing their duties with less notice. This is often the case with promotions where every effort is made to promote officers within one month of a post being identified for them. If an officer consents to a short notice duty change they should be given at least 15 days notice of the requirement which will ensure rest days can be reallocated and hence no liability for overtime will arise. Only by exception should less than 15 days notice be given of a change in duty pattern and a superintendent must give authority for this. If it is necessary to move the officer without their consent at less than 3 months notice, they should remain on their existing shift pattern until 3 months has elapsed.

² Where alterations are made to an annual duty roster after its publication these changes must arise from the exigencies of duty (unless they are made at the officer's own request or have otherwise been agreed with the Joint Branch Board). The term "exigencies of duty" should be interpreted as relating to situations where a pressing demand, need or requirement is perceived that is not reasonably avoidable and necessitates a change of roster. In this context the word "pressing" relates to the expected situation at the time when the duty is to be performed rather than the time when the duty roster is changed, i.e. the reasons for a change may be known many months in advance but still be pressing. – Source PNB Circular 86/9.

- c) **Paperwork** – Supervisors need to monitor their team’s workloads and court files to ensure they are completed in good time to meet submission deadlines. This will avoid incurring overtime on file preparation when deadlines are looming. Requests by the file upgrade room and CPS should be referred promptly to the OIC and their supervisor to allow reprioritisation of work so that overtime is avoided. No overtime should be granted to complete PDR’s.

2. Responsibility for Management of Overtime

Local Senior Management Teams are responsible for the resources within their command and the benefits and outcomes to the organisation of the decisions they take. The Force Performance Group will challenge the expenditure and outcomes of individual budget holders. Management reports to identify why and where the overtime commitments are arising, plus anomalies or areas of significant concern will be reviewed. A key area that will be focussed on is top earners and top authorisers, reviewing the type of overtime they are approving against the performance of the unit.

The Duty Management system has streamlined the overtime process to create electronic overtime forms. The overtime reports database and DMS Dashboard provides numerous reports, which provide the management analysis tools to interrogate and interpret the use of overtime, including compliance with the process. Officers’ compliance is fundamental to the whole process.

2.1. Responsibilities of claimant include:

- a) All Officers must book on and book off the Duty Management System daily, this information is needed to establish the resilience levels within the force.
- b) All Officers must complete the Weekly Duty Amend (WDA). An overtime liability is only created on the system when this process is complete; in addition the Working Time directive records are only updated when this process is completed. If appropriate the system will then generate an overtime form using the police regulation parameters within the system.
- c) If an overtime form is generated, the individual Officer needs to consider the key question; is this authorised overtime?
- **Yes** (the officer should have recorded the financial authoriser on DMS, the reason code and any necessary information). Then the officer must electronically sign their overtime forms in a timely manner to enable the claim to progress to payment through OATS.
 - **No** the officer needs to zero the rate on the form and then electronically sign the form.
- d) Submit claims in a timely manner i.e. 3 months. This ensures prompt payment and minimum queries.
- e) Non-compliance will result in a DMS system generated email which Officer should action as soon as possible.

If an officer is not complying with the Force processes (BOBO/ WDA/ electronic signature) this will be managed by their line managers and should be recorded within their PDR's in the "Personal Qualities and Values" core responsibility.

2.2. Responsibilities of Resource Managers include:

The Resource Managers must be actively involved in planning and coordinating resource deployment across the Force. The Resource Managers/ Duties teams should be involved at an early stage of all operations/ events to arrange duties.

- a) Resource Managers will manage the duties for all officers (including those on specialised units and the Special Constabulary). This will ensure an overview of resources available on the LPA/OCU is maintained and available to management if the need arises.
- b) Resource Managers are responsible for ensuring that safe/target staffing levels are maintained, based on the levels set by the Senior Management Teams to realistically meet forecast demand levels and overtime is used as a last resort.
- c) Resource Managers will ensure the effective application of the Force Annual Leave policy.
- d) Resource Managers should share best practice. Peer reviews may be a useful tool for learning and development of experience regarding the roles performed on the LPA/OCU.
- e) Resource Managers must include evidence in their PDR which demonstrate measures they have taken to manage duties to assist LPAs/OCUs/Departments with their management of overtime. This should show actual results and outcomes.

Resource Managers can perform the role of 'critical friend assessor' to Inspectors and Chief Inspectors to provide retrospective advice for instances where overtime has been authorised and alternatives may not have been considered. This will provide a long term value to the organisation and assist in the drive to reduce overtime.

2.3. Responsibilities of Inspectors include:

Inspectors are key in driving down unnecessary overtime and will be held accountable for the level and type of overtime they authorise. Resource Management is a core responsibility in the Leadership role profile and training has been delivered to all Inspectors.

- a) Inspectors must proactively supervise their officers, considering proportionality of investigations, alternative resources to deploy etc. prior to authorising overtime.
- b) Inspectors need to liaise with the resource managers / duties teams in planning and notification of changes.
- c) Inspectors must consider other options before authorising an officer to work overtime.

- d) The [Patrol Guidance Note](#) (which replaced the Safer Crewing policy) should be applied by Inspectors and Sergeants when planning resource allocation.
- e) Inspectors are the Financial Authoriser and having approved the necessity for overtime they should therefore be viewing and validating all claims within the Overtime Approval Tracking System (OATS) on a timely basis, ideally daily.
- f) Inspectors will be sent a system generated monthly email if they have not actioned (i.e. approved/ rejected or put on hold) the overtime claims in OATS. The individual should process these items as soon as possible.
- g) Inspectors must include evidence in their PDR which demonstrate measures they have taken to manage their budget and increase efficiency. This should show actual results and outcomes.

DMS Dashboard provides Reporting and Analysis tools:

Inspectors should use the following reports to ensure compliance issues for officers within their teams:

- *DMS Overtime processing* – this provides a set of charts showing the level of compliance by officers in terms of processing their duties on DMS2 and will highlight those officers not booking onto the DMS system and/or not raising an overtime form. Officers who consistently do not comply with the policy should be challenged and instructed to adhere to the Force policy. If the non-compliance continues this should be recorded within the individuals PDR.
- *DMS Unsigned Overtime Claims* – if the officer has not signed their form an overtime liability is not created. Hence the authoriser cannot approve this in a timely manner and control their approved overtime commitments.

Inspectors should use the following report to review where and why they approved overtime:

- *Approved Hours Analysis* - OATS provides Inspectors with a full list of all overtime attributable to them as Financial Authorisers. The information is shown on a monthly basis, which the Inspector can sort for analysis e.g. overtime incurred on a specific day or a unique reason/operation. The Inspector should review the data and consider the operational benefits to the force of deploying this resource.

2.4. Responsibilities of Chief Inspectors/ Superintendents or Police Staff Equivalent include:

Chief Inspectors/ Superintendents are responsible for the resources within their command and the benefits and outcomes to the organisation of the overtime decisions taken.

- a) They need to ensure their Inspectors are supervising their staff and undertaking positive intervention on non-compliance with the Policy.
- b) They need to manage the Inspectors within their team understanding when and why they are approving overtime plus ensure they are dealing with the overtime claims on the system in a timely manner.

- c) They will be appraised within their PDR's on the overall outcomes of their budget management abilities, including overtime.

DMS Dashboard provides Reporting and Analysis tools:

Chief Inspectors/ Superintendents should use the following reports to ensure compliance issues for officers within their teams:

- *DMS Overtime Processing* - the Inspectors need to be accountable for their teams' compliance with the overtime process. Hence Chief Inspectors/ Superintendents need to have an overview and dip check on a periodic basis to identify officers who are not booking on the system, amending their duties and signing their overtime forms.
- *OATs Claims Pending Approval* – line managers need to review which Inspectors are not viewing and appropriately validating their team's overtime claims. This Report provides a set of charts showing the number of overtime claims in OATs that are currently pending. This will highlight the top 20 Financial Authorisers that have yet to process the claims they have been selected for.

Superintendents need to be aware of the resources committed by their team members and the following report can be used:

- *Approved Hours Analysis* - this provides a set of charts showing overtime claims approved by Financial and Overtime Authorisers. The Superintendent can see who the top authoriser is and what sort of overtime they are approving.

2.5. Responsibilities of local Senior Management teams' include:

The Senior Management Team are accountable for their team and their outputs. The Senior Management Team need to actively manage the level of overtime being worked and hold their Inspectors to account for their actions; the budget will be devolved down to Inspector level.

The Senior Management teams need to regularly scrutinise police overtime information. In particular they need to focus on the financial position, top earners and top authorisers to ensure we are actively managing the Forces limited resources to achieve results and deliver value for money whilst the officer welfare is maintained. In order to manage overtime effectively, the Senior Management Team must:

- a) ensure compliance with the Overtime Policy for the whole team, if necessary, line managers should send the Senior Management Team exception reports when the policy has not been adhered to.
- b) ensure they are spending as expected. I.e. is the budget on target? It is essential any unsigned claims and pending OATS unpaid overtime claims are taken into account when assessing if the budget is on profile and when planning any new financial commitments.
- c) understand the reason for the overtime and challenge if not in accordance with the policy (reason code analysis will provide this information).
- d) review and where appropriate challenge authorising officers who appear to be using overtime excessively.

- e) review on an ad hoc basis other drivers and analytical information available such as:
- expenditure on a specific operation or initiatives and link it to outcomes.
 - the breakdown of overtime by expenditure type e.g. 11/3, 1 ½, double time to determine if this is acceptable.
 - duties and shifts planning and how it is impacting on the overtime expenditure
 - bank holiday working to determine if excessive resources are being applied.
- f) ensure the year end forecast is reasonable and consider any proactive management measures which need to be activated to realign it.
- g) ensure they regularly review and manage the level of TOIL down within LPA/ Department, hence minimising the future liability of TOIL for the Force. Also ensure TOIL is managed in the same way as paid overtime and that officers are not building up excessive levels of TOIL.
- h) identify any officers working over the Working Time Regulations. If an officer is working over 30 overtime hours per month their duties should be reviewed and action taken to reduce their overtime hours.

The Finance function across the force will work with the business users to provide the analysis and reporting tools required.

2.6 Responsibilities of Force Performance include:

The Force Performance Group will scrutinise and challenge the expenditure and outcomes of the individual budget holders and Senior Management Teams.

3. Practical Approaches to Resourcing

All options to achieve the desired outcome need to be considered before authorising an officer to work overtime. Liaison with the Resource Managers is crucial. Points to consider are:

Challenge the requirement:

- What other methods can be used to deliver the task?
- Can the task be handed over to the next shift?
- If overtime is unlikely to be authorised has consideration been given for the activity being carried out by the extended police family e.g. Police Staff/Special Constabulary/Volunteers?
- Will changing the date/time of the operation reduce/remove the need for overtime?

Quantify the resource requirement versus the benefit to the organisations:

- What is the financial cost and benefits to the organisation/ community of using overtime for this operation/task, are they justified?
- Quantify the period/ timing of the overtime.

The notice period given to officers will influence the level and type of overtime claimable and hence managers need to be aware of the implication when requesting officers to undertake additional or different duties from those

rostered. For example if an officer was asked to start their shift earlier than scheduled as long as it is not a rest day and the individual is given more than 8 hours notice of the duty change then the working day merely starts at the new time.

QUICK REFERENCE GUIDE

This guide only highlights the main features of the Police Regulations related to overtime. The full provisions for overtime are found in Regulation 25 and Annex G of Police Regulations 2003. Only Constables and Sergeants can be paid overtime and overtime payments can only ever be made in accordance with Police Regulations.

Officers are entitled to claim overtime:

- 1) When they remain on duty after their tour of duty ends
- 2) When they are recalled to duty between two tours of duty
- 3) In some cases, when they have the start of their duty time brought forward

An officer's duties are published 4 months in advance and can only be changed due to the exigencies of duty.

Payment rates of overtime

- If you work less than 15 minutes no overtime is payable.
- Part time officers will be paid at plain time until they have worked 40 hours per week. One exception to that rule is if a part time officer works on a RD, the 40 hour rule is irrelevant and the officer would be entitled to the appropriate overtime rate dependent on the notice given.
- Time 1/3 - The majority of overtime will be paid at this default rate with the following exceptions:
 - Time ½ - This will be payable if a rest day is cancelled at between five and fifteen days notice.
 - Double time - This will be payable if a rest day is cancelled at less than five days notice and for all bank holiday working. On a bank holiday if less than 8 days notice is given the individual will receive the whole duty at double time plus a day off in lieu.

The notice period advised needs to be clear days (i.e. does not count the day individual was asked or the day individual is required to work).

Planned vs. Casual Overtime

"Planned Overtime"- is when an individual is told before or when they start their tour of duty that they will need to stay on duty after their tour ends while **"Casual Overtime"** – is when an individual is not told at the start of the duty that they are needed to stay on duty at the end of the tour. Planned overtime is payable in full but on the first four occasions an individual works casual overtime in any week the first 30 minutes of each occasion is disregarded.

Time off in Lieu (TOIL)

This can be accrued by an officer in preference to payment for approved overtime. The individual must agree with Duties when they will take the time off within three months or these accrued hours become payable.

Rest Days

If an individual is required to work on a rostered rest day unless they are given appropriate notice they will be entitled to an overtime payment or a reallocated rest day. Rest days cannot be paid under police regulations, they can only be reallocated. To ensure the management of reallocated rest days, for Constables and Sergeants the Duties teams will reallocate the rest day within 4 days of the date of cancellation, to a time within the next three months. For the Inspectors and above, the cancelled rest days need to be used within the year or they are forfeited.