

Hours of Work – Support Staff Grade 1 – 9

- **Core Hours**

Our working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

- **Overtime**

Support staff are paid basic hourly rate up to 37 hours per week, time and a half for Monday to Saturday working in excess of 37 hours and double time on Sunday. Overtime is payable for staff on grade 6 and below when time off in lieu cannot be given. Overtime is paid at the discretion of the line manager who must authorise such additional payments in advance of working. Staff on Grade 7 and above are expected to perform some additional hours without recompense. In exceptional cases staff on Grade 7 or above can be paid for additional hours provided this has been agreed by the manager and the Director of Human Resources in advance.

- **Saturday/Sunday Working**

Support staff may be paid time and a half for Saturday working and double time for Sunday working.

- **Bank Holiday Payments**

Support staff may be paid double time for bank holiday working.

- **Twelfths Contracts**

Twelfths staff usually only work during term time and are paid in twelve equal monthly payments.

- **Premium Hours**

Premium hours are hours worked before 8.00am and after 6.30pm. Allowances may be payable, depending on the number of premium hours you work. Please refer to your contract of employment for further information.