

## Appendix A

### Overtime Arrangements with effect from 1 July 2022<sup>1</sup>

Overtime rates and rules are nationally approved and vary depending on the category or grade of employee. This document sets out the overtime rates that applied to certain categories of public health service staff prior to HRA and which have been restored with effect from 1 July 2021. *It is important to note that the divisor for overtime calculations will be based on the standard pre-HRA weekly working hours for the category/grade with effect from 1 July 2022.*

#### General Principles governing overtime arrangements

- Employees may be paid overtime rates for hours worked in excess of the standard weekly whole-time hours for the category / grade.
- With the exception of ambulance personnel overtime is paid on basic pay only.
- Participants in the Flexible Working Scheme / part-time employees are entitled to earn overtime payments when they have worked the standard weekly working hours of the whole time equivalent in the given week.
- In certain circumstances where an employee works beyond the span of his / her shift in emergency and unforeseen circumstances they may earn overtime payments, even if they have not worked the hours of the whole-time equivalents in their grade, i.e. they cannot be rostered for this overtime.
- Part-time employees who work additional hours, i.e. hours over and above their contracted hours on a pre-arranged basis will be paid at the normal rates.
- Please note that overtime arrangements that were implemented for certain categories of public health service staff as a temporary measure during COVID-19 remain unchanged as a result of this Circular and will cease to apply upon notification of same.

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<sup>1</sup> The divisors for calculation of overtime have been amended to reflect the restoration of the pre-HRA standard weekly working hours with effect from 1 July 2022.

## **Nursing**

The following are the normal overtime rates applying to nursing:

### **Monday to Friday**

Time + ½ for additional hours worked between finish of normal day duty and midnight.

Double time for additional hours worked between midnight and the start of normal day duty.

### **Saturday**

Time + ½ for the first four additional hours worked and double time for the remainder.

### **Sunday & Public Holidays**

Double time for all additional hours worked.

The divisor for the purposes of calculating overtime is 37.5 hours.

## **Support Staff**

The following are the overtime rates applying to support staff:

### **Monday to Friday**

Time plus ½ for additional hours worked between finish of normal day duty and midnight.

Double time for additional hours worked between midnight and the start of normal day duty.

### **Saturday**

Time plus ½ from normal starting time to 12 midday/first 4 hours of the shift and double time for the remainder.

### **Sunday & Public Holidays**

Double time for all additional hours worked.

The divisor for the purposes of calculating overtime is 39 hours.

## **Ambulance Personnel**

The general overtime payment arrangements as set out in national agreements apply to ambulance personnel. The following provisions apply to Paramedics and Emergency Control dispatchers (formerly called Emergency Medical Technicians and Emergency Medical Controllers):

- Those required to work on a rostered day off will receive double time for all hours worked.
- Staff employed prior to February 2012 who are in receipt of a Cardiac Allowance shall have the Cardiac Allowance included in the calculation of the

hourly overtime rate. The inclusion of this allowance does not apply to new entrants/recipients from February 2012.

- Where appropriate the hourly rate may include the ambulance specific shift allowance.

### **Non-Consultant Hospital Doctors**

The following overtime rates apply to NCHDs:

<b>On-Site</b>	<b>Hours Worked</b>	<b>Rate</b>
Mon – Sat	All Hours	Time plus ½
Sunday	All Hours	Double Time
Public Holidays	All Hours	Double Time

On-call on-site is deemed to be overtime and should be paid at the appropriate rate. Sunday work is any hours worked between midnight on Saturday and midnight on Sunday. Therefore, NCHDs will receive double time for all hours worked between midnight on Saturday and midnight on Sunday.

### **Clerical/Administrative/Management Grades**

The following overtime payment arrangements apply to clerical / administrative and analogous grades up to and including Grade VII<sup>2</sup>.

No overtime rates apply to grades above Grade VII.

#### **(a) Grades whose maximum salary does not exceed that of Grade V (including Environmental Health Officers)**

##### **Monday to Friday Attendance**

First 3 hours in week	Time plus ¼
Next 5 hours	Time plus ½
Thereafter	Double time

##### **Saturday attendance:**

- Rate payable when aggregate of hours worked in excess of the normal working week and hours worked on Saturday of the same week is less than 10 hours: Time plus ½
- Rate payable when aggregate of hours worked in excess of the normal working week and hours worked on Saturday of the same week is more than 10 hours: Double time
- Sunday and public holiday attendance: Double time

**Note:** The hourly rate for Grade V and analogous grades is calculated by reference to the employee's actual salary on the basis of a 38 hour week.

**(b) Grades whose maximum salary does not exceed that of Grade VII**

Monday to Friday Attendance

First hour of week in excess of gross working hours	Free
Next 2 hours	Time plus $\frac{1}{4}$
Next 5 hours	Time plus $\frac{1}{2}$
Thereafter	Double time

Saturday attendance

- Rate payable when aggregate of hours worked in any continuous period of two weeks and hours worked on Saturday is less than 20 hours: Time plus  $\frac{1}{2}$ .
- Rate payable when aggregate of hours worked in any continuous period of two weeks and hours worked on Saturday is more than 20 hours: Double time
- Sunday and public holiday attendance: Double time

Calculating hourly overtime rates:

- i. The hourly rate for grades III, IV and analogous grades should be calculated by reference to the employee's actual salary on the basis of a 35 hour week.
- ii. The hourly rate for grade V and analogous grades should be calculated by reference to the employee's actual salary on the basis of a 38 hour week.
- iii. In the case of employees whose salary equals or exceeds the second long service increment of the grade V scale, the hourly rate should be calculated by reference to the second long service increment of the grade V scale on the basis of a 38 hour week. The hourly rate for grades VI, VII and analogous grades should be calculated by reference to whichever is the lesser of individual's salary or the second long service increment of the grade V salary scale and is based on a 38 hour week.

**Craftworkers and Craftsmen's Mates**

The following overtime payments apply to craftworkers and craftsmen's mates as per the 1997 Productivity Agreement:

**Monday to Friday**

Time and  $\frac{1}{2}$  for additional hours worked between finish of normal day duty and midnight.

Double time for additional hours worked between midnight and the start of normal day duty.

**Saturday**

Time + ½ for normal starting time to 12 o'clock midday and double time for the remainder.

**Sunday and Public Holidays**

Double time from 12 o'clock noon Saturday to 12 o'clock midnight on Sunday and on public holidays (midnight to midnight).

**Environmental Health Officers (EHOs)**

EHOs may express an option for overtime payments or time in lieu of relevant tobacco control work outside 9am to 5pm, Monday to Friday. The overtime scheme and rates will correspond to those of the clerical/administrative Grade V as set out below as per Department of Health and Children Circular No. 20/2004:

First 3 hrs in the week	Time plus ¼
Next 5 hrs	Time plus 1/2
Thereafter	Double Time
Saturday (less than 10 hours)	Time plus 1/2
Saturday (more than 10 hours)	Double Time
Sunday/Public Holiday	Double Time