



Management of Overtime

Policy

1. Policy Statement

- 1.1. Overtime will only be worked when necessary.
- 1.2. Overtime will be authorised prior to being incurred.
- 1.3. Overtime will be recorded accurately.
- 1.4. Overtime will be paid promptly.
- 1.5. Overtime for each division or department will be monitored each month, by activity and by expenditure versus budget.
- 1.6. Overtime will be monitored by individuals and their line managers, to ensure a safe work life balance is achieved.
- 1.7. Overtime expenditure will be periodically reported to the Chief Officers and the Police and Crime Commissioner.

Team: Finance and Services, Financial Accounting Management