Temporary Enhanced Overtime and Bonus Scheme – Briefing

June 2025

Contents

[**Context** 3](#_Toc175324109)

[**What is changing?** 3](#_Toc175324110)

[**Temporary Enhanced Overtime - Application** 4](#_Toc175324111)

[**How to claim overtime** 4](#_Toc175324112)

[**Temporary Overtime Bonus Scheme - Application** 5](#_Toc175324113)

[**Additional duties in a different role** 5](#_Toc175324114)

[**How to claim bonus payments** 6](#_Toc175324115)

[**Payroll deadlines** 6](#_Toc175324116)

[**Annex A – Glossary** 8](#_Toc175324118)

**Context**

In August 2024, we announced the introduction of the temporary enhanced overtime and temporary overtime bonus scheme in response to the announcement of SDS 40. The Probation response to this would not have been possible without your continued support. With the announcement of P-RARR, HDC 12 and FTR 48 to further help alleviate Prison capacity pressures; we recognise this will have a continued direct impact on caseloads, resulting in an increase in workload for many staff.

Due to the increased demand, we have worked closely with Trade Unions and HMT to secure approval to

* Extend the enhanced overtime scheme on a **temporary basis** until 31 March 2026 for Bands 4-6.
* Extend the overtime Bonus Scheme for Bands 2-6 on a **temporary basis** until 31 March 2026.

**What is changing?**

*Enhanced Overtime for Bands 4-6*

Pay Bands 4-6 will temporarily attract overtime at a rate of 1.5x (increased from the current plain time) during the period 12 August 2024 to 31 March 2026 only. The 1.5x rate for bands 4-6 would be applicable for overtime worked Monday to Sunday including Bank and Public Holidays. This will apply to all staff working in Probation Bands 4-6.

Overtime hours worked prior to the start of this enhancement (12August 2024) will not be paid at the enhanced rate and will be paid at plain time.

There will be no change for any other bands, the existing overtime rates will continue. Bands 2-3 would attract 1.5x their hourly rate for working in excess of the applicable full-time equivalent working hours for Monday to Saturday, and 2x their hourly rate for overtime worked on a Sunday, Bank or Public holiday.

More information and guidance on the application of overtime can be found in the [NNC](https://hmpps.myhub.sscl.com/__data/assets/pdf_file/0022/13837/NNC-Agreement-on-Pay-and-Conditions.pdf) (pages 37-38).

*Overtime Bonus Scheme*

Modelling indicates staff operating at Bands 2-6 are most significantly impacted by the implementation of P-RARR, HDC 12 and FTR 48.

These staff groups can be incentivised during the period 12 August 2024 to 31 March 2026 only to commit to a prescribed and pre-agreed number of additional hours, which will attract a bonus payment in addition to the applicable overtime rate.

The bonus scheme was not available prior to 12 August 2024 therefore any overtime hours that were completed prior to this date will not be eligible for a bonus payment.

While this temporary scheme is available regions/business units can draw on the scheme as required to address surges in demand.

**Temporary Enhanced Overtime - Application**

Any overtime should be approved prior to commencement (and must be supported by a record of hours worked as per PI 15/2017 (Annex C)). Staff should discuss and consider with their line manager whether time off in lieu (TOIL) would be possible, or preferred, where TOIL is taken this will be at plain time.

Where TOIL has been accumulated prior to the introduction of this scheme staff will not be able to claim the hours at the enhanced rate.

Variances in working pattern will impact the rate at which staff are able to claim overtime.

Any regional or business unit variances to this will cease, for instance, linking overtime eligibility to the Workforce Management Tool (WMT) will no longer be in operation. There will be standard practice across the regions/business units whereby overtime should be made available to staff where they agree to undertake work in excess of their normal working hours, and where TOIL cannot reasonably be accommodated.

*Part-time staff*

Part-time staff receive payments for any hours worked in excess of their contracted hours at plain time rate, unless and until the hours worked exceed the applicable full-time working hours for the post. Once the hours worked exceed the applicable full-time working hours this will be paid at the applicable enhanced overtime rate (for bands 4-6 this would be 1.5x).

**How to claim overtime**

To ensure timely payment of overtime hours staff are requested to claim their overtime hours on a regular basis (monthly as a minimum). SOP has now been updated to enable staff to select the enhanced rate through the new pay element “**OTL Excess Hours Monday to Saturday Time and a Half**”

**What You Need to Do:**

* If you are eligible (PS Bands 4–6), please use this new pay element for any relevant overtime claims with immediate effect
* If you have already submitted a timecard for June please check if it has already been approved:
  + If it has been approved no further action is needed & SSCL to process the overtime using the previous process
  + If the claim has been submitted but not yet approved, you should resubmit the claim using the new pay element name above.

Please note that from Monday 16 June 2025 all overtime claims need to be processed using the new pay element ‘**OTL Excess Hours Monday to Saturday Time and a Half’’.** From this date any claims submitted using the previous process will not be paid and will need to be re-submitted*.*

More guidance on how to submit an overtime claim is available on [myHub](https://hmpps.myhub.sscl.com/job-aids/guidance-videos/overtime-videos/employee-self-service-overtime-videos).

**Temporary Overtime Bonus Scheme - Application**

RPDs or relevant Deputy Directors will be able to offer the temporary overtime bonus scheme to bands 2-6 where they see the most need arising solely from the impact of P-RARR, HDC 12 and FTR48 until 31 March 2026, the scheme should therefore not be used for overtime in relation to other demands. We envisage the impact of P-RARR, HDC 12 and FTR48 will be most felt in sentence management, and Prisons, however, acknowledge there could be some wider impact within regions/business units.

Where a region/business unit deploys the ‘bonus’ scheme, payments will only be made for individual staff committing to work a pre-agreed amount of overtime. Staff will be paid the bonus on completion of the hours.

The bonus payments scheme is available to pay bands 2 – 6 regardless of the value of overtime rate claimed.

Part-time staff will be eligible to access the bonus scheme for hours worked over their contractual hours. Additional hours up to the full-time equivalent can also count toward the bonus scheme but the hours themselves **will not be paid** at the enhanced overtime rates.

The region or relevant Deputy Director should communicate the opportunity and eligibility to all eligible staff to ensure equity across the staffing group.

The following incentive payments will be payable to staff as part of the bonus scheme:

|  |  |
| --- | --- |
|  | 5 hours per week |
| Bonus payment for the 2 weeks | £125 |
| Bonus payment for the 4 weeks | £250 |

To qualify for the bonus payments, staff must complete all the additional hours they have agreed to undertake within the agreed timeframe.

If you are sick on a day that you had committed to overtime, these hours will need to be undertaken during the approved period. If you’re unable to complete during the approved period, your manager can extend this for a reasonable length of time (up to one month after the approved period).

The scheme and its use will be regularly reviewed and is subject to change.

**Additional duties in a different role**

Staff carrying out additional duties/hours in roles that are not their substantive role must be suitably qualified and trained to carry out the role.

We have agreed that directly employed staff that carry out additional duties/hours at their substantive grade but not their substantive role will be entitled to claim overtime for any hours that they agree to work that are in excess of their contracted hours.

For instance, a Band 3 PSO doing additional hours as a Band 3 Residential Worker in an AP will be able to claim overtime.

*Part-time staff*

Part-time staff would receive payments for any hours worked in excess of their contracted hours at plain time rate, unless and until the hours worked exceed the applicable full-time working hours for the post. Once the hours worked exceed the applicable full-time working hours this will be paid at the applicable enhanced overtime rate.

For existing, directly employed staff who carry out additional duties/hours at a different grade and in a different role, the current arrangement will not change.

**How to claim bonus payments**

To claim for the bonus payment, regions must complete a SOPHR118 listing all qualifying individuals. The form should be completed and authorised by the appropriate senior manager within the business unit.

To ensure timely processing of the bonus scheme payment line managers/business unit should ensure that once staff have completed their 2 or 4-week commitment the SOPHR118 form is submitted. The business unit should submit monthly returns ahead of the payroll deadlines. See payroll deadlines for more information on payment timings.

**Payroll deadlines**

It should be noted that due to payroll deadlines, payment for overtime and the bonus scheme (submitted upon completion of any overtime hours), may not, be received or appear on your payslip until the following month. See below for April’s cut-off date.

|  |  |
| --- | --- |
| 13th April 2025 | Customer Cut-Off for Overtime, Variable Pay submitted via self-service and self-service changes |

Please see “how to claim overtime” for more information on the submission process.

Any claims submitted or approved after the 13 April will not be paid until the following month then appear on the next months’ pay.

More information on payroll deadlines can be found on [myHub](https://hmpps.myhub.sscl.com/recent-news/pay-deadlines). You should refer to this at the beginning of each month to determine monthly deadline and therefore the date by which you will be required to submit.

**Annex A – Glossary**

**Overtime –** any excess hours worked over and above contractual hours.

**Unsocial hours** – where, as part of their normal contractual working hours, staff are required to work anytime before 8:00am and/or after 7.00pm (Monday to Friday) and any time worked on Saturday, Sunday, or Bank/Public Holidays.

**Approved period –** two or four weeks when related to the overtime bonus scheme.



**© Crown copyright 2022**

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [e](http://nationalarchives.gov.uk/doc/open-government-licence/version/3/)

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.