**Overtime bonus scheme - FAQ's**

Read the FAQ's to understand more about the overtime bonus scheme:

**If I volunteer for the bonus scheme how much will I get paid?**

You will receive the applicable hourly rate plus the bonus payment. The additional bonus payment received will be dependent on the hours worked (5 hours per week) and number of weeks committed to (2 or 4 weeks), as follows:

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

**I work part-time can I access the bonus scheme for the hours I work over my contractual hours?**

Yes, additional hours up to full-time equivalent can also count toward the bonus scheme – but will not be paid at the enhanced overtime rates.

**If I volunteer to work for the overtime bonus scheme, am I guaranteed to be accepted?**

No. Each eligible business unit will determine the business requirement to work overtime.

**If I do not want to take part in the overtime bonus scheme, can I still work additional hours for overtime on an ad-hoc basis?**

Yes, but you will not be eligible for the bonus payment and overtime will be based on business need. Any overtime would need to be agreed with your line manager prior to completion.

**Do I have to work 5 hours per week on the bonus scheme, or can I carry hours over?**

The hours worked will be based on an average over the period agreed, e.g. 4 hours worked in week 1, and 6 hours worked in week 2 would qualify for a bonus payment of £125. Every effort will be made to accommodate requests; however, the operational requirements of the business unit will take priority.

**What happens if I volunteer for the bonus scheme in good faith but am sick and unable to work the hours I volunteered for?**

All overtime hours within the scheme must be worked. If you are sick on a day that you have 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 the this by one month.

**What happens if I volunteer for the bonus scheme, but I’m later told the overtime is no longer required?**

Should you no longer be required to complete the pre-agreed amount of overtime you would still be paid the bonus payment that was offered. You will not however be able to claim for any overtime hours they have not completed.

**Why isn’t the overtime bonus scheme a permanent change?**

This arrangement has been implemented on a temporary basis, in response to the pressures arising from SDS 40, P-RARR, HDC12 and FTR 48.

**I’m an agency/sessional worker, am I eligible for the overtime bonus scheme?**

No, the agreed overtime bonus scheme will only to those directly employed by the Probation Service.