



Strategic HR Director
NICSHR
2-4 Bruce Street
BELFAST, BT2 7JD



FROM: JILL MINNE

DATE: 27 JULY 2021

TO: ALL NON-INDUSTRIAL COLLEAGUES

STANDARDISING NON-INDUSTRIAL WORKING HOURS FOR PAY PURPOSES

The pay bulletin of 4 June about the 2020 and 2021 pay awards outlined a commitment to standardising working hours for pay purposes for regular full time non-industrial colleagues to 37 hours net per week excluding meal breaks. This change will be effective from 1 August 2021.

Standardising the working week for pay purposes to 37 hours will result in an increase in the hourly rates of overtime pay. Overtime caps will also increase with effect from 1 August and the new rates are outlined at Annex A. Chapter 8.08, Overtime, of the HR handbook will be updated with these changes in due course. Chapter 3.11, Hours and Attendance, of the HR Handbook will also be updated to reflect these changes.

When claiming overtime, colleagues should ensure that they claim for the net hours worked only and any time claimed should not include time spent on meal breaks. With effect from 1 August 2021, when inputting weekend overtime claims on timecards where a meal break has been taken, colleagues must complete multiple rows on the timecard to exclude the time spent on the meal break. By way of an example, where a colleague worked Saturday overtime from 08.00 to 17.00, and took a meal break of one hour between 12.00 and 13.00, the time card should be completed to show separate entries before and after the meal break. Annex B provides a screenshot to demonstrate this.

This process also applies where conditioned hours are worked at the weekend and a meal break is taken.

Colleagues are responsible for ensuring that the overtime they claim is accurate and in accordance with policy. When approving overtime claims, managers are responsible for ensuring that overtime is claimed accurately and in accordance with Chapter 8.08, Overtime, of the HR Handbook. Claims should be made in a timely manner using the HR Connect timecard facility as soon as possible after the date

worked, but within a maximum three months. It is important that colleagues and managers take all necessary care to ensure that timecards entered are accurate and do not need amendment after they have been approved by the manager and submitted to HR Connect.

This bulletin will be made available on the Employee Services Portal and online on the DoF pay website [Working in NICS – Pay](#).

Your contact point for any specific queries regarding your own pay remains HR Connect. If there are any queries about the policy, please contact NICSHR.payandreward@finance-ni.gov.uk.



JILL MINNE

ANNEX A

Maximum Hourly Rates	Current Rate	Rate from 01/08/21
Overtime band 1	£12.44	£14.12
Overtime band 2	£23.63	£26.83
Premium payments	£23.63	£26.83

