

Overtime Payments Policy

The company pays authorised overtime on the following basis and only in exceptional circumstances:

1 Site Staff

Overtime payments are not made to site staff.

Where an individual project requires staff to work a substantial amount of overtime, a special arrangement may be set up by the relevant Construction Director and notified in writing to the Human Resources Department prior to any overtime being worked. Claims for overtime that are not pre-authorised will not be paid.

2 Office Staff

Overtime payments are only made to administrative and secretarial staff earning less than £25,000 (full-time equivalent salary).

Payment is made as follows

| | <u>Weekday</u> | <u>Saturday and/or Sunday</u> | |
|-------------------------------|--|-------------------------------|-------------------|
| | | <u>1st day</u> | <u>2nd day</u> |
| Salary £16,000(FTE) or less | Basic rate all hours. | 1½ x basic rate | 2 x basic rate |
| Salary £16,001 - £24,999(FTE) | No payment for first 1/2-hour, thereafter basic rate all hours. | 1½ x basic rate | 2 x basic rate |

Overtime is paid only where at least a half hour is due and then in multiples of half an hour.

Part-time staff are automatically paid for additional hours worked (where a minimum of half an hour is worked) up to the normal full-time hours: thereafter the above rules apply, based on the individual's annual salary as if they were working a full week.

Where a claim is to be made for payment form PERS/63 must be completed and passed to the Human Resources Department after approval by the relevant Head of Department.