

Reference	PD13
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# People Development Policy

## Managing Alternative Working

### See also Appendix – IoS Tutoring

There are occasions when employees support the organisation’s activities by performing roles which are not linked to their normal role/job with the organisation e.g. commentating at events, this policy is also applicable in connection with work requested by the regional boards.

Where an individual undertakes work for the organisation on this ad hoc basis the following process will apply:

1. The work may be carried out subject to the agreement of their line manager.
2. The rate of pay for the ad hoc duties will be agreed with the relevant member of the SLT ie: the member of the SLT within whose directorate the work is being performed.
3. PD and payroll will be advised of the agreement/arrangement with details of the employee, the daily rate of pay, the nature of the work, the dates when the work will be performed, agreement from the line manager and member of the SLT.

When the work has been completed the confirmation will be sent to payroll together with the appropriate budget code.

Payment will be calculated and paid as follows:

The difference between the employee’s normal daily rate of pay and the daily rate agreed for the ad hoc role/duties will be calculated by payroll and paid via the monthly payroll; the payment will be shown as a separate line on the payslip and will be taxed as normal.

The difference will be shown as a separate line on the payslip and will not form part of pensionable pay.

#### Worked Example

Normally daily rate	=	£90.00 gross
Daily rate ad hoc work	=	£200.00 gross
Difference	=	£110.00 gross

£110.00 will appear as a separate line on the payslip minus the usual deductions.

Employees should be aware that:

Annual leave may not be booked to carry out alternative work for the organisation. The organisation will not pay invoices submitted by employees for payment of ad hoc work. It should also be noted that should an employee fail to inform the Organisation of a secondary role then this could be seen as a breach of contract and the individual could face disciplinary proceedings.

# Appendix - Tutoring for the IoS Policy and Procedure

## Introduction

We have a commitment to ensuring that our people who are trained to deliver IoS courses do so in a way that enables them to achieve work life balance. We are also committed to ensuring those who support the IoS in tutoring are paid an equal hourly rate to the organisations external tutors for the same delivery. We understand that some tutoring is delivered over the weekend and that it is not always possible to take time out of your core role immediately before or after weekend delivery. All we ask is that you are as efficient and effective with your time as you can be so that you safeguard your own wellbeing as well as that of the organisation.

## Requesting time for tutoring

We recognise the additional development opportunities that tutoring offers however, for those who are tutoring in addition to their core role, line manager approval must be sought before committing to delivery for the IoS. The total number of courses delivered during work time in a one year period should also be discussed with your line manager.

## Lieu time and payment

### *During work time:*

Where course delivery (including pre and post course planning/administration) has taken place during standard working time, a top up to your hourly rate is applied for those hours to make the delivery rate equivalent to £22.50 per hour. CPD's will be paid at a delivery rate equivalent to £30 per hour.

### *Outside of work time:*

In line with our commitment to encouraging work life balance, lieu time is encouraged where course delivery (including pre and post course planning/administration) has taken place at a weekend or outside of your core working time. Where lieu time is selected, the hourly top up rate is also applied in line with equal pay. In recognition of lieu time not always being possible, alternatively you can request to be paid the hourly rate of £22.50 for the hours worked outside of standard work time. CPD's will be paid at a delivery rate of £30 per hour.

## Submitting hours:

Once course delivery is completed, please send your request through to [peopledevelopment@swimming.org](mailto:peopledevelopment@swimming.org) including a full breakdown of the hours worked. People Development will then calculate the total payment and send to the IoS Operations Manager for payroll approval.

### *Workforce Development Managers/IoS Quality Manager:*

As tutoring is included in the job description of these roles, pre and post course planning and administration is to be completed during standard working time. Lieu time for time spent delivering must be approved with your line manager prior to delivery in line with the organisations Time off in Lieu (TOIL) and Overtime Policy.

Items for update inclusion:

Reference to educators not just IoS Tutors  
Include HMRC links to show why we have this policy  
Policy details in Arial 11 80% Grey