

## WORKING TIME REGULATIONS 1998

### Guidelines on Compliance with Weekly Working Time Limit and Weekly Rest Periods

#### Manager's Checklist

As a line manager, it is **your responsibility** to check that your staff comply with the Working Time Regulations. Using the following checklist can assist you in identifying any staff who do not comply at present, and guide you in taking the appropriate action.

**Name of Staff Member:** .....

<b>Questions</b>	<b>Actions</b>
<b>Q1.</b> Does this University staff member also work for another employer?	<b>Yes/No</b> <i>If no, go to Q2</i>
<b>Q1a.</b> Does this staff member work more than a total of 48 hours per week (averaged over a 17-week period) taking into account their University and other employment?	<b>Yes/No</b> <i>If yes, issue 'opt out' agreement</i>
<b>Q1b.</b> Does this staff member have a weekly rest period taking into account their University and other employment?	<b>Yes/No</b> <i>If no, ensure that working time is re-arranged to ensure rest periods can be taken</i>
<b>Q2.</b> Does this staff member work more than 48 hours per week (averaged over a 17-week period) at the University?	<b>Yes/No</b> <i>If yes, issue 'opt out' agreement</i>
<b>Q3.</b> Does this staff member have a weekly rest period?	<b>Yes/No</b> <i>If no, ensure that working time is re-arranged to ensure rest periods can be taken</i>

#### **Additional Points:-**

- Please ensure that you have advised this staff member that they must inform you if they take up additional employment with another employer
- In order for staff to work over the weekly working limit of 48 hours, it is essential that an 'opt-out' agreement is signed by the staff member. **If they refuse to sign the 'opt out' agreement, you must reduce their working hours accordingly or ask them to reduce their hours with their other employer.** You should follow-up this request to ensure that the hours are reduced accordingly.