



LYRIC HAMMERSMITH THEATRE

HOUSE AGREEMENT FOR LYRIC STAFF

1.0 Scope of Agreement

- 1.1 This agreement applies to all permanent and fixed term staff.
- 1.2 Variations in this agreement apply to each of the four types of agreement; these variations are outlined as part of this agreement. Each role will work to one of the following agreement types: Front of House Agreement, Office Agreement, Operations Agreement or Production Agreement.
- 1.3 For part-time staff all hours are pro rata.

2.0 Working Hours

- 2.1 There is an expectation that hours worked by staff will be as follows, reflecting industry practice and operational requirements:

Front of House Agreement:	Working week of 40 hours averaged over a pay period of not more than 5 weeks
Office Agreement:	Minimum of 40 hours per week
Operations Agreement:	Annualised average working week of up to 44 hours
Production Agreement:	Annualised average working week of up to 48 hours
- 2.2 If you work 6 hours or more a paid break of one hour is included within your working day, if you work 11 hours or more two paid breaks of one hour each are included.
- 2.3 All staff shall be entitled to at least two days off every fortnight.
- 2.4 There will be a minimum break of 11 consecutive hours within every 24 hours. Except where this is unavoidable due to unforeseen circumstances beyond the Lyric's control, as per The Working Time Regulations (1998). If such break cannot be given due to unforeseen circumstances then compensatory rest, equivalent to the period of rest not taken, must be taken within two weeks.
- 2.5 If a member of staff is called into work, the hours worked will be recorded as a minimum of 3.5 hours even if they are less than this.
- 2.6 Individual departments may introduce or operate individual work patterns or shift arrangements specific to their needs but such arrangements still sit within the scope of this agreement.

3.0 Contracts and Job Descriptions

- 3.1 Each member of staff shall have a written Contract of Employment.
- 3.2 Additional policies and terms are specified in the Lyric Employee Handbook.
- 3.3 Each member of staff shall have a job description that shall indicate their main responsibilities and duties; it will specify the House Agreement 'type' and an indication of their expected normal working pattern.

4.0 Annualised Hours and the Working Week: Operations & Production Agreement Only

4.1 Definitions:

- 4.1.1 **“Annualised Hours”** are defined as the total number of hours to be worked in the year. It is the average number of hours per week (see 2.1) multiplied by the number of weeks in the year.
- 4.1.2 **“Day”** when Staff take holiday from their annual allocation, a day is defined as 9.6 hours on the Production Agreement and 8.8 hours on Operations Agreement.
- 4.1.3 **“Week”** A week is defined as a seven day period ending on a Sunday.
- 4.1.4 **“Year”** The Year is defined as April to March or any part thereof for any new starters or leavers. The Executive Director will set the exact dates at the start of each financial year. Some years will be 52 weeks and some years will be 53 weeks

4.2 Roles that work to the Operations and Production Agreement will be required to work a system of Annualised Hours. The patterns of work within the annualised hours' arrangements will be determined by the needs of the job.

4.3 Time sheets must be completed for all staff working Annualised Hours for the purposes of monitoring and planning.

4.4 The relevant Manager will carry out a quarterly review of the Annualised Hours with each member of Staff.

4.5 Staff and the relevant Manager will work together to manage an individual's hours to ensure everyone's health, safety and wellbeing ensuring hours worked by staff are not exceeded.

4.6 Staff will not be paid for any hours worked over their agreed average annualised hours at the end of the year and equally will not be penalised for working less than the maximum average hours.

4.7 At least two weeks' notice should be given by the relevant Manager of any Sunday and Bank Holiday working requirements except in unforeseeable circumstances.

5.0 Overtime: Operations & Production Agreements Only

5.1 Overtime for staff working to the Operations and Production Agreements will only be payable for hours required to be worked, or worked due to unforeseen circumstances, resulting in the following:

- Hours worked in excess of 14 hours in any one day
- Hours worked in excess of 68 hours in any one week
- Hours worked between 12am and 8am
- Hours worked on a Bank Holiday.
- Hours worked on a Get-Out (Production Agreement only) when it takes place immediately after the final evening performance (see section 7.0).

5.2 Overtime shall not be paid unless it has been agreed with the relevant Manager. All Managers need to control overtime and make the Executive Director aware of budgetary implications in advance.

5.3 Bank Holidays will count towards Annualised Hours as one day (see 4.1.2) regardless of whether a staff member works that day or not.

5.4 No other overtime will count towards Annualised Hours.

- 5.5 Overtime shall be paid at 'double time'. For staff on the Production agreement 'double time' is calculated as their annual salary divided by 1,248 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 48 hours per week x 200%). For staff on the Operations Agreement 'double time' is calculated as their annual salary divided by 1,144 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 44 hours per week x 200%).
- 5.6 Any staff member may request via the relevant manager to take hours equivalent to those worked as overtime as leave in place of overtime payment. This request must be made within one week of working the overtime.
- 5.7 Hours worked on a Sunday shall be paid as additional hours at 'single time' and will count towards Annualised Hours. For staff on the Production agreement 'single time' is calculated as their annual salary divided by 2,496 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 48 hours per week x 200%). For staff on the Operations Agreement 'single time' is calculated as their annual salary divided by 2,288 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 44 hours per week x 200%).

6.0 Get-Outs: Production Agreement Only

- 6.1 **"Get-Out"** means any dismantling, packing and loading of the Set, Props, Costumes and Technical Equipment of a production at the end of its run in the Theatre or Studio immediately after the final evening performance and which takes longer than one hour using the production staff working on the show. It does not include Children's Shows on Saturdays or events. It is noted that the wardrobe department may commence a get-out prior to curtain down.
- 6.2 The end of the Get-Out shall be when the vehicles removing the set, props, costumes and technical equipment have been secured for departure or when staff have completed their allotted duties and when the format has been returned to standard.
- 6.3 The Production Manager sets the time for the start time of the Get-Out, overtime payments will be calculated from this point.
- 6.4 Overtime is only paid for a Get-Out when it occurs immediately after the final evening performance.
- 6.5 Hours worked on a Get-Out do not count towards Annualised Hours.
- 6.6 During the Get-Out (as distinct from its completion) there shall be a paid break of up to 30 minutes after each 3 hour period of work. After 6 hours of work refreshment of up to £5 per head will be provided.

7.0 Additional hours: Front of House Agreement Only

- 7.1 Hours worked in excess of the averaged contracted 40 hours (or *pro rata* weekly equivalent) in any period of not more than 5 weeks, shall be paid at 'single time'. This is calculated as annual salary divided by 2,080 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 40 hours per week).
- 7.2 Hours worked on a Bank Holiday shall be paid at 'double time'. This is calculated as annual salary divided by 1,040 *pro rata* (i.e. full-time equivalent annual salary ÷ 52 weeks ÷ 40 hours per week x 200%).

8.0 Time off in lieu (TOIL): Office Agreement Only

- 8.1 Staff working to the Office Agreement are not entitled to overtime pay.
- 8.2 TOIL can be taken for hours required to be worked or worked due to unforeseen circumstances for the following:
 - Hours worked on a weekend (Saturday/Sunday) or Bank Holiday
 - Hours worked in excess of 44 hours in any one week
- 8.3 Any TOIL must be taken in the six weeks following the hours worked, at a time to be agreed with the relevant Manager.

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Amy Belson
Executive Director

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Date

I consent to the above terms and conditions as part of my contract of employment at the Lyric Theatre Hammersmith.

.....
(Employee)

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Date

The House Agreement is reviewed annually by the Executive Director and Director of Finance and Resources. Any alterations made will be shared with all employees.

This House Agreement was last reviewed in December 2024 by the Nominations Committee.