

Management Resolution  
**Overtime Policy**

Further to Resolution Ref#: R22/12 dated 11th November, 2012, with regards to Employee Overtime Policy, Management has agreed that, effective 3rd June, 2013,

***The following guidelines will apply:***

- (1) All overtime work must be in accordance with Article No. (58) of the HR Manual and will be applicable **only** to employees in grade seven (7) or less.
- (2) Prior supervisor and HOD approval for overtime must be obtained except in urgent situations.
- (3) Overtime will only be considered half an hour from the completion of the normal working hours.
- (4) Supervisor/HOD should not entertain requests for overtime work unless it is absolutely necessary, and that it can not be accomplished during normal working hours.
- (5) The overtime should be related to the duties and responsibilities of the employee as outlined in the job description for the position held by the employee.
- (6) Supervisor/HOD must authorize overtime by sending an email to the HR Officer for period concerned. Upon authorization from Supervisor, employee will be compensated for overtime hours worked or given time in lieu as agreed by the employee and the supervisor.
- (7) No request for overtime will be accepted without an email received for the employee.
- (8) All overtime reports must be submitted to the HR Officer no later than **7th of each month** in order for HR and Finance & Admin to process for payment by the **15th of each month**.

**Calculation of Overtime**

Overtime pay will be calculated at 125% of normal rate for actual hours worked during the day from 4:30 pm to 7:00 pm depending on the semi-flexi hours worked. The rate will be increased to 150% of normal rate for work after 7:00 pm and during weekends or public holidays.

Please be guided accordingly.



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**James MacPherson**  
Chief Executive Officer