

# HUMAN RESOURCE OVERTIME POLICY



## THE MICO UNIVERSITY COLLEGE

1A Marescaux Road, Kingston 5

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## 1. PURPOSE

This policy aims to provide a framework for the management of overtime work conducted on behalf of the University College to ensure that the work is necessary to improve the efficiency of the institution's operations, can be validated and to ensure that the level of overtime does not impact negatively on either the individual or the University College.

The policy outlines the rates of pay applied to overtime worked and sets out eligibility criteria. **It should be noted that overtime should be authorised in advance except in situations where there is an urgent and immediate need for work to be done (an emergency).**

## 2. SCOPE

The University College recognises that there may be a need for some staff to work over and above their normal daily hours in order to carry out specific assignments/projects or work extra hours during busy times. The overtime policy applies to any staff member who makes a claim against the University College for compensation for overtime work. **Not all staff are eligible to make such claims.**

### Exclusions:

The following members of staff will not be eligible for over-time claims

- The President,
- Vice-Presidents,
- Bursar,
- Registrar,
- Directors,
- Deans
- Persons on call and standby
- Lecturers who work extra hours within their faculty/department

Staff members who are out sick or are on vacation, but come into office to do extra work are not eligible to claim overtime.

Part-time staff members including adjunct staff are not covered under this policy. Part-time staff shall negotiate separate arrangements for payment for work exceeding the hours agreed, if applicable.

## 3. DEFINITIONS

- Academic Full-time Employee - An employee whose primary assignment is instruction, research and scholarship. These staff members may hold a position on the establishment or may be employed on a yearly contract. This category of staff includes members who hold academic ranks with titles such as Lecturer, Professor, Dean, Head of Department or any other academic rank.

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- Administrative Full-time Employee - An employee who is employed in the non-academic operations of the institution. These staff members may hold a position on the establishment or may be employed on a yearly contract.
- Adjunct Employee - An employee in a part-time capacity but who makes regular and significant contribution to the teaching, research and scholarship of the University College.
- Part-Time Employee - An employee who is not employed full time, but makes regular and significant contribution to the administrative operations of the institution.
- Ancillary Employee - An employee who is not academic or administrative but provides support services for the operations of the institution.
- Overtime - The amount of time worked beyond normal working hours.
- Normal working hours - Are taken to mean a 40-hour work week. [For academic staff the normal working hours include at most 18 hours of the 40-hour work week as contact hours].
- Contact Hours - Are regarded as face-to-face or on-line teaching, whether in a class room setting or otherwise. The number of contact hours assigned to a staff member will vary depending on the rank and the administrative load of the staff member.
- Extra Hours - Additional hours worked at a task that requires the expertise and is outside of the portfolio responsibilities of the staff member. These hours do not attract remuneration when done within the 40-hour work week.
- Emergency - An event that is urgent and requires immediate action as designated by the Supervisor e.g. securing equipment/property, as a result of a break-in or major leak. Only in emergency situations shall there be an over-ride to the pre-authorized permission to work overtime.
- Extenuating Circumstance - A situation or condition that allows for an action not otherwise allowed, e.g. a Lecturer not normally allowed working extra hours during the 40-hour work week, being allowed to work during that time, by taking on the additional duties of a colleague who is unavoidably absent.

## 4. POLICY STATEMENT

### 4.1 Conditions for Overtime

The University College shall institute the requisite processes to ensure that its operations are efficient and are able to be completed within the normal work day/week, and only where its operations cannot be completed within the normal working hours shall overtime be sanctioned. It must be

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demonstrated that overtime is warranted and the overtime activity must be approved by the persons authorized to do so. On the completion of any overtime work, a supervisor shall be required to verify that the job had been completed satisfactorily.

#### 4.2 Academic Staff

Prior to the start of each semester the Head of Department (HOD) shall consider the number of students, the programmes being offered and other resources to determine the staff complement (i.e. whether adjunct staff is required). The HODs shall submit to the Dean a list of the academic staff with the work load for each staff member including the contact hours assigned within the regular timetable. The HODs shall also submit to the Dean a list of the staff members within the Department who will be required to work out of their regular working hours. Where persons are required to work outside of their regular working hours across Departments / Faculties, these must be authorized by the respective HODs and must be in alignment with the established guidelines and must also be submitted to the Dean(s).

The regular undertaking of paid additional hours of work outside the normal working hours will require authorization from the Ministry of Education and the authorization shall be documented. Where the work is to be done with a separate entity e.g. the School of Continuing Studies, the staff member will be required to sign a contract, to be approved by the responsible Vice President (VP).

#### 4.3 Administrative Staff

The University College will support work arrangements so that staff members are normally able to complete their assigned duties within the prescribed hours. Where the need for overtime may be foreseen, supervisors may request staff to undertake reasonable amounts of overtime. Employees will require the supervisors' approval to work overtime. The supervisor must satisfy himself/herself that the overtime work has been completed satisfactorily. The supervisor will be required to sign the claim form confirming that the overtime work was warranted, authorized and had be verified before payment can be authorized.

#### 4.4 Ancillary Staff

In some instances, in order to support the regular operations of the institution, work has to take place outside of regular working hours. Like the administrative staff, where the need for overtime might be foreseen, supervisors may request ancillary staff to undertake reasonable amounts of overtime. These workloads should be prescheduled. Employees will therefore require the supervisors' approval to work overtime. The supervisor **MUST** satisfy himself/herself that the overtime work has been completed satisfactorily. The supervisor will be required to sign the claim form confirming that the overtime work was warranted, authorized and had be verified before payment can be authorized.

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## 5. RESPONSIBILITY

### 5.1 The HR Director

The HR Director shall

- a) Have overall responsibility for this policy
- b) Ensure that staffing levels are matched to work demands
- c) Train persons within a department in the duties and responsibilities of other stations in the department.
- d) Ensure that staff are not required to work excessive overtime which is likely to impede their performance over time and which would not be conducive to a good work-life balance
- e) Encourage departments, where necessary, to explore alternative arrangements to reduce the amount of overtime necessary and also explore alternative compensation methods for overtime work e.g. to take time-off in lieu of payment where appropriate.

### 5.2 The Deans / HODs:

The Deans/ HODs shall

- a) At the beginning of the semester
  - Consider the resources needed for the efficient operations of the Department/Faculty including, but not limited to, number of students enrolled, the programmes being offered and the staff complement required (i.e. adjunct staff).
  - Project the workloads for each academic staff member and shall use information supplied by the academic staff member to develop the workload schedules.
- b) Liaise with other Dean/HODs to ensure that where requests for persons to teach extra hours across Departments / Faculties, the requests are authorized before the start of teaching by the HODs in alignment with the established guidelines.
- c) Consider whether the operation of overtime arrangements in their own area supports their operational needs and is therefore warranted, is cost effective and there is no alternative but to request the staff doing overtime. In this regard explore all alternatives to ensure the maintenance of departmental efficiency, which may include but not limited to:
  - Differing the work assignment / adjusting the deadlines or schedules
  - Effecting institutional changes and/or procedural improvement that may eliminate or reduce the overtime work to be done.
  - Recommending the employment of adjunct staff as may be required
  - Securing assistance from other members of the Department/ other sections/ other Departments / other Faculties as necessary.

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- Staggering work-times especially with respect to departments servicing students throughout the day.
- d) Ensure that overtime does not become routine, which may have a detrimental effect on staff motivation and performance.
- e) Authorize overtime work if warranted, and assure self that there is no other alternative.
- f) Verify that the overtime work has been done satisfactorily before a claim is authorized.
- g) For compensation: Explore the option of using time off in lieu of money as the method of compensation where applicable.

### 5.3 Managers / Supervisors:

The Managers / Supervisor shall

- a) At the beginning of the semester consider the resources needed for the efficient operations of the Department including but not limited to the processes, workloads and the staff complement required (i.e. part-time employees).
- b) Consider whether the operation of overtime arrangements in their own area supports their operational needs and is therefore warranted, is cost effective and there is no alternative but to request the staff doing overtime. In this regard explore all alternatives to ensure the maintenance of departmental efficiency, which may include, but is not limited to:
  - Differing the work assignment / adjusting the deadlines or schedules
  - Effecting institutional changes and/or Procedural improvement that may eliminate or reduce the overtime work to be done.
  - Recommending the employment of temporary staff as may be required
  - Securing assistance from other members of the Department/ other sections/ other Departments / other Faculties as necessary.
  - Staggering work-times especially with respect to departments servicing students throughout the day.
- c) Ensure that overtime does not become routine, which may have a detrimental effect on staff motivation and performance.
- d) Authorize overtime work if warranted, and assure self that there is no other alternative. Therefore overtime work must be pre-approved in cases where there is no emergency. However, in the case of an emergency, or where there is an urgent and immediate need for work to be done outside of the normal working hours, approve the overtime as soon as possible thereafter.
- e) Verify that the overtime work has been done satisfactorily before a claim is authorized.

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- f) For compensation: Explore the option of using time off in lieu of money as the method of compensation where applicable.

#### 5.4 The Academic Staff

Members of the Academic Staff shall

- a) Work a 40-hour work week at such hours and such days as is required to fulfil the responsibilities of his/her employment/contract and hence be expected to work within his/her timetabled hours to fulfil his/her duties.
- b) Not undertake any extra hours without prior approval of their HOD and should also adhere to the requisite guidelines.
- c) Not claim for any work as part of their responsibilities done within the 40-hour work week, which shall include, teaching, preparation, research, grading of papers including the research paper, supervising teaching practice, advising students etc., as is required.

#### 5.5 The Administrative and Ancillary Staff

Members of the Academic Support Staff / Administrative Staff and Ancillary Staff shall

- a) Work a 40-hour work week to fulfil the responsibilities of his/her employment/contract and hence be expected to work with some degree of flexibility to ensure that operational requirements of the institution are met
- b) Ensure that the Supervisor pre-approves tasks to be done outside of the regular work hours.
- c) Not claim for any work as part of their responsibilities done within the 40-hour work week.

## 6. RATES OF PAY

Overtime for

- i) Non-academic staff shall be paid at the following rates:
  - Monday – Friday - Time and a Half
  - Rest Days (Sixth and Seventh days) and Public Holidays - Time and a Half/Double Time respectively where the 40 hours required have already been worked.

Where an employee works past midnight which overlaps the two rates defined above, the appropriate overtime rate of pay will apply to the hours worked in each day worked.

The hours for overtime shall be claimed in increments of 30mins.

- ii) Academic staff shall be paid at the rates established by the University College as stipulated in the approved rate sheet and as per the contract :



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### ACADEMIC STAFF

Academic staff will be assigned specific contact hours on the time-table. In addition it is expected that within the work day the academic staff will be expected to carry out requisite supervisory and administrative functions including supervision of teaching practice, marking of the research papers, course review and student counselling etc. These duties shall be considered part of the normal academic tasks to be undertaken within the normal working hours and for which there is no provision for overtime and hence no claims ought to be submitted.

However, staff may be permitted to undertake extra teaching loads where special expertise is required, and the duties of the substantive post would not be compromised. Permissible weekly contact teaching hours for academic staff in addition to their core time table assignments have been streamlined as follows:

Position	Core Time-table Hrs	Permissible Extra Hrs	Total Hrs.
Vice President	0	6	6
Senior Administrative Staff	0	6	6
Dean	0	6	6
Principal Lecturer II	9+1	6	16
<i>(Head of Department)</i>	9+1	6	16
Principal Lecturer I	12+1	9	22
<i>(Programme Coordinator)</i>	12+1	9	22
Senior Lecturer	15+1	9	25
Lecturer	18+1	9	28
Adjunct/Part-time	9	0	9

If these extra hours are performed within the normal working hours, they will not be considered for overtime except in extenuating circumstances.

Where the academic staff has performed approved duties outside of the normal working hours, they will be required to complete a Claim Form / Timesheet for submission to the Bursary. The Academic Staff member shall be required to substantiate the claim with the approval, the attendance register and grade sheet etc.

### ADMINISTRATIVE STAFF

For administrative staff, the work in excess of the normal working hours must be sanctioned by the Supervisor prior to work being commenced, except where there is an emergency or an urgent situation arises. The number of hours to be worked must be approved by the Supervisor, who must also verify that the work has been completed satisfactorily. The claim submitted by the Administrative Staff must be substantiated by a time-sheet or other relevant document. Where the Administrative staff member works overtime in emergency situations frequently, the matter shall be reported to the Human Resource Director.

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## 7. GUIDELINES

7.1 The institution through the HODs and the HR Director shall make every effort to:

- Match staffing levels to work demands
- Emphasise cross-training.
- Ensure that staff are not required to work excessive overtime which is likely to impede their performance over time and which would not be conducive to a good work-life balance

The HR Director shall also encourage departments where necessary to explore alternative arrangements to reduce the amount of overtime necessary.

7.2 Supervisors shall ensure that overtime work

- Is warranted and approved before the work is undertaken. In cases where there is an urgent and immediate need for work to be undertaken (an emergency) the approval is given as soon as possible after the work is completed.
- Is verified to have been completed satisfactorily before any claims are approved.

7.3 Payment Conditions

Overtime claims **must have attached the pre-authorization to undertake the overtime work or in the case of an emergency authorization of the work completed as soon as possible thereafter.** If the authorizations are not in place, then the additional hours worked will not qualify for an overtime payment.

The following conditions shall apply:

- i) The normal 8-hour work day or 40-hour work week must be worked completely by full-time staff, before overtime work can be authorized. Overtime pay shall be subject to statutory deductions.
- ii) Overtime will only be paid for periods of more than half-an-hour in any one day. After that, payment will be made at the rates established from the end of the 8-hour work day. Overtime hours will be calculated from the end of the 8-hour day to the end of the overtime period if the overtime period exceeds 2 hours for the work week.
- iii) Where an employee is expected to work on Sundays (seventh day) and/or Public Holidays as stated in their contract, payment for overtime work at the normal pay rate will apply.
- iv) Claims must be submitted monthly, for overtime worked in the previous month, on the appropriate claim form, obtained from the Accounts Department, duly authorised
- v) Claims must have the requisite pre-authorization attached.
- vi) Claims shall be submitted to the relevant HOD for final authorisation before being sent to the Accounts Department (Payroll Unit).
- vii) Payments will be made through the University Payroll Unit; however, processing claims will depend on the deadlines for closure set by the Accounts Department from time to time.

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## **8. APPLICABLE LAWS**

- Labour Relations and Industrial Disputes Act are available for reference.
- Jamaican National Minimum Wages Act.

NOTE: The Mico University reserves the right to amend this document at any time it deems fit and shall take into consideration the views of any unionized groups.



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### **APPLICATION TO WORK OVERTIME**

This form is to be used for the authorization of **all** overtime worked by the University College's Administrative staff.

The application is made to the President through the Dean / Head of Department / Head of Section

**Section I** – is to be completed by the Supervisor pre-approving overtime to be undertaken. Information shall be given with respect to:

- Outlining the number of hours to be worked.
- Justifying the need to work overtime after he/she assures himself/herself that there is no other alternative and authorizes such overtime as necessary.

Both the employee and the supervisor are required to sign this section.

The Supervisor shall also indicate that the overtime work was completed satisfactorily.

**Section II** – is to be completed by the Supervisor in those cases where the overtime hours worked was NOT approved in advance (i.e. only in cases of emergency). An emergency is defined as an event that is urgent and requires immediate action e.g. maintenance work to repair a broken water main.

To claim for Overtime work done, the Claim form must be submitted to the Accounts Department with the Authorization to work Overtime. Please note that overtime hours will be paid in increments of ½ hour.

**9.2 APPLICATION TO WORK OVERTIME (ACADEMIC STAFF)**

# The Mico University College

## APPLICATION TO WORK EXTRA HOURS (ACADEMIC STAFF)

*(Please read the reverse side of this form before completing.)*



TO: **THE PRESIDENT**

THRU: \_\_\_\_\_ FACULTY \_\_\_\_\_  
Name of Dean

THRU: \_\_\_\_\_ DEPARTMENT \_\_\_\_\_  
Name Head of Department

NAME OF EMPLOYEE \_\_\_\_\_

**DETAILS OF STUDENT-GROUP BEING TAUGHT (If applicable)**

YEAR \_\_\_\_\_ GROUP \_\_\_\_\_

**STATE THE REASON FOR THE EXTRA HOURS**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DESCRIPTION OF JOB/TASKS TO BE DONE** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
Signature of Employee Date

**PERMISSION IS GIVEN TO WORK EXTRA HOURS AS FOLLOWS:**

DATE	COURSE	START TIME	END TIME	NO. OF HRS.	NO. OF STUDENTS

NUMBER OF HOURS TO BE WORKED FOR THE PERIOD \_\_\_\_\_

I HEREBY AUTHORIZE THIS/THESE EXTRA HOUR(S) \_\_\_\_\_  
Signature of Dean Date

I HEREBY VERIFY THAT THE EXTRA WORK HAS BEEN DONE SATISFACTORILY \_\_\_\_\_  
Signature of Dean Date

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### **ACADEMIC STAFF APPLICATION TO WORK EXTRA HOURS**

Under normal condition Academic staff will not be paid for extra work done in line of their duties. However, where the contact hours exceed those prescribed for the category of staff, the exceeding of the hours will have to be approved by the Dean and by the VP Academic Affairs and signed by the Staff member.

The application is made to the President through the Dean

The applicant must provide a reason for requesting to perform extra hours and details of the work to be done.

In order to claim for extra hours worked, this authorization form should be submitted with the Claim Form along with supporting documentation.