

## **Overtime Work**

### **Policy Statement**

This policy aims to provide guidance to immediate supervisors and staff members on the operation of overtime, to ensure that it does not impact negatively on either the individual or the organization.

The policy outlines the rates of pay applied to overtime work and sets out eligibility criteria. It should be noted that there is no contractual entitlement to overtime work and that all overtime must be authorized in advance.

### **Purpose**

The University recognizes that there may be a need for some staff to work over and above their normal contractual weekly hours in order to carry out specific projects or work during busy times.

Normally this will be addressed through the application of the Time off in Lieu (TOIL) policy.

However, for some areas within the Operational Services, it may be more appropriate to reward additional hours worked with an overtime payment instead of TOIL.

### **Application**

So as to avoid undue stress and other detrimental effects of over-time work, staff and supervisors are required to plan ahead and adjust the working hours of staff so as to avoid the necessity of overtime. All employees should be able to accomplish their tasks within normal working hours. In those cases where there are special activities/assignments, such as University events and conferences or project applications preparations, supervisors are encouraged to plan in advance of the anticipated need for staff to work alternative hours in order to meet the needs of the department or the University – and to inform the employee of the need to adjust his/her working hours schedule. If this proves not possible, internal or temporary external help can be obtained through the unit head, who will coordinate with the Finance Office and the Human Resources Office to consider and accommodate such requests.

For Faculty members, specific needs will arise on an occasional basis to do overtime work. In these situations it is the Academic Vice President who approves the hours of overtime work that are submitted by the Faculty member and or their immediate supervisor.

As for operational services including plant personnel, cleaners and guards, the following conditions apply:

- i. The immediate supervisor must authorize the undertaking of all additional hours worked in advance. If this agreement is not in place, then the additional hours worked will not qualify for an overtime payment.
- ii. The normal 40 hour working week must be worked completely, by full-time staff, before an enhanced payment will be made.
- iii. When an employee is expected within the terms of their contract to work on National Holidays and/or University Holidays, payment at the overtime hourly rate will apply.
- iv. Overtime should be used for a specific task that is outside regular activities or in seasonal peaks where regular working hours are not sufficient.
- v. In all cases, overtime work is limited to twelve hours a week.

### **Compensation**

The employee will be paid for the overtime hours as stipulated by the Palestinian Labor Law and its amendments from time to time.

### **Procedure**

The immediate supervisor should inform in writing, email or memo, the Finance Office of the need for overtime work in advance. In those cases where there is an unexpected need, the request should be sent in writing as soon as possible, however no later than the next day.