



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

OVERTIME POLICY

SEPTEMBER, 2016

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

OVERTIME POLICY, 2016

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P.O. Box 210-40601 Bondo, Kenya

Telephone: + 254 - 57 2501804 / 2058000

Fax: + 254 - 572523851

Email: vc@jooust.ac.ke

Website: <http://www.jooust.ac.ke>

Policy Title: Over time Policy

Policy Theme: To ensure compensation of employees for extra work and manage overtime processes

Policy Contact: Deputy Vice Chancellor
(Planning, Administration and Finance)

Approval Authority: University Council

Category: Administration

Reference No: JOOUST/VC/LO/P/0012

Status: Approved

Commencement Date: September, 2016



12th October 2016

Signed:

Vice-Chancellor and Secretary to Council
Prof. Stephen G. Agong'

Date



12th October 2016

Chairman of Council
Dr. Bonface J. Mwandotto

Date

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ABBREVIATIONS AND ACRONYMS

DVC (PAF)	Deputy Vice-Chancellor, Planning, Administration and Finance
JOUST	Jaramogi Oginga Odinga University of Science and Technology
R(PA)	Registrar, Planning and Administration
VC	Vice-Chancellor

DEFINITION OF TERMS:

Overtime	Work completed outside regular working hours
Overtime pay	Monetary or paid time off compensation for hours eligible employee work in excess of 40 hours a week.
Eligibility	All non- teaching staff who are not in management or Supervisory positions
University:	Jaramogi Oginga Odinga University of Science and Technology
Council:	University Council

1.0 Introduction

JOOUST acknowledges that employees may be required to work overtime in order to complete projects, meet job commitments, and/or make up for an employee shortfall. In response, the overtime policy has been created to clearly outline when employees are eligible for overtime payment and to explain the compensation procedure.

This policy shall be implemented in compliance with Constitution of Kenya 2010, Public Service Commission and Salaries Remuneration Commission guidelines, JOOUST Human Resource Policies and Procedure Manual, Employment Act 2007, Terms and Conditions of Service and the Collective Bargaining Agreements (CBAs) for various cadres of staff.

This policy covers the purpose of development, the policy statement, scope, overall and specific policy objectives; roles and responsibilities of key persons. The policy also provides a framework for implementation, overall responsibility and policy review.

2.0 Purpose

The purpose of this policy is to provide guidelines for overtime work and compensation, and to outline the overtime eligibility for employees

3.0 Policy Statement

JOOUST may require employees to work overtime in order to ensure that specific or urgent assignments are completed on time. The University is therefore committed to providing employees with appropriate compensation for overtime hours worked, in accordance with this policy and in compliance with the law.

4.0 Scope

This policy shall apply to all staff in the University

5.0 Policy Objectives

- (i) To ensure employees are consistently and appropriately compensated for authorized extra time they put into their job duties.

- (ii) To minimize incidents of overtime abuse, loss of productivity, health and safety risks and related issues.
- (iii) Clarify eligibility to receive overtime compensation.
- (iv) Outline the number of hours in a week and the types and amount of overtime compensation; and
- (v) Articulate the procedures employees must follow in order to be compensated for extra hours worked.

6.0 Role and Responsibilities

The university Council, the Vice-chancellor, Deputy Vice-Chancellor (Planning Administration and Finance), heads of departments and the employees have various roles and responsibility to play to ensure successful implementation of the policy as indicated below:

6.1 University Council

To approve the policy for implementation

6.2 Vice-Chancellor

To recommend the policy to Council for approval and ensure its implementation

6.3 DVC (PAF)

Responsible for the implementation and the adherence to the policy.

6.3 Head of Department

Ensure that Staff operate within the policy

6.4 Employees

To familiarize themselves and comply with the policy and applicable procedures.

7.0 Guiding Principles

- (i) Earned overtime shall not be accumulated for a period of more than one year unless duly authorized.
- (ii) Overtime shall only apply for special projects or tasks that the University may undertake from time to time.
- (iii) Employees on extraneous/responsibility allowance shall not be considered for overtime.
- (iv) The University shall not consider overtime for normal departmental work or routine duties where it is possible to make alternative arrangements to perform the duties

within the normal working hours (such arrangements may include working in shifts).

- (v) Extra time worked at the employee's discretion, or without supervisory approval (working through lunch or breaks, arriving early or staying late), may not be used towards overtime.
- (vi) The University Management may authorize payment of overtime in case it is practically impossible to take time off.
- (vii) Overtime will not apply to certain categories of employees who are required to work overtime regularly and an allowance has been authorized for their compensation.

8.0 Hours of Work

- (i) The weekly hours of work shall not be more than 40 hours spread over five (5) days per week for all categories of Non-Teaching staff.
- (ii) Each employee shall be entitled to at least one (1) rest day in a period of seven days.
- (iii) An employee shall be entitled to all public holidays as rest days.

8.1 Compensation

- (i) Where eligible employees are required to work overtime, overtime compensation may be granted with the approval of an authorized officer, for overtime worked in excess of forty (40) hours per week or be given time off in lieu of payment.
- (ii) If an eligible employee is to be offered monetary compensation in lieu of time off, the rate applicable shall be 1.5 times hourly basic salary except for public holidays where the rate shall be 2.0 times hourly basic salary.

8.2 Approval

- (i) Overtime will be approved by Deputy Vice-Chancellor (PAF) or his/her designate officer before the work is undertaken.
- (ii) Payment or time off for overtime will be duly approved/authorized by the relevant Departmental Head and the DVC (PAF) for the compensation to be affected.

9.0 Implementation

The overall responsibility and effective implementation of this policy shall be vested in the office of the Deputy Vice-Chancellor (PAF)

10.0 Effective Date

This policy takes effect upon the date of approval by the University Council.

11.0 Review

The Policy shall be reviewed after every three (3) years for suitability and/or as the need arises.