

HUMAN RESOURCES POLICIES AND PROCEDURES/SALARY

Overtime Allowance and Subsistence Allowance

Overtime Allowance

1. The University has a general policy of not encouraging “overtime payment” across all staff grades. It is the expectation of the University that every staff member should devote his/her full attention to the fulfilment of his/her responsibilities.
2. Under normal circumstances, “time-off” arrangement shall be arranged as appropriate by the supervisors concerned to compensate for any overtime work done on holidays or after staff’s normal shift of duties. It is only under emergency or unavoidable situations that the University will make provision of “overtime payment” and such provision is currently applicable only to staff on the following staff grades :
 - (a) Labourer/Workman of Estates Office;
 - (b) Driver of Finance Office; and
 - (c) Sports Centre Assistant, Sports Attendant, Assistant Supervisor (Sports Centre) and Life Guard of the PE Department.
3. The following guidelines serve to explain the general conditions governing claims for overtime payment.
 - (a) Under unavoidable/emergency situations where time-off in lieu cannot be arranged, overtime allowance may be claimed on the conditions that:
 - (i) records showing the work performed during the overtime period and the actual times at which a staff member commences and ceases to work overtime are kept and presented with the claim to the Finance Office;
 - (ii) a minimum period of one hour of overtime work in respect of any one shift has been done; and
 - (iii) the total number of hours claimed for overtime payment within one week has not exceeded the maximum of 5 hours.
 - (b) The rate of overtime will be at a fixed rate of:

$$1/140 \times \text{Basic Salary of the mid-point of the respective Salary Band}$$
 - (c) The method of payment will be for a period of one hour initially and thereafter on a half-hourly basis (excluding travelling time).
 - (d) Claims for overtime payment exceeding the maximum limit of 5 hours within a week for one individual staff member must have the prior approval of the Vice-President (Administration) & Secretary.
 - (e) It is the duty of the supervisors concerned to exercise tight control over the granting of overtime allowance. The overtime allowance will be charged to the relevant department/office concerned, except that overtime allowance for Drivers will be charged to the user department/office.

Subsistence Allowance

4. Under unavoidable/emergency situations when prolonged overtime work has to be performed, the University shall provide subsistence allowance at the rate of \$88 per day to staff on the above staff grades, subject to the condition that they have worked continuously for 12 hours. Claim for subsistence allowance should be presented to the Finance Office together with records showing the actual times at which a staff member commences and ceases to work, including the overtime period, and the work performed during the overtime period.