

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 18/1987**

**REFERENCE NO. PS: PS:26/2<sup>II</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

Delegation of Authority to approve payment for overtime  
work

DATE: 1987-05-27

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Permanent Secretaries, Heads of Departments and Regional Executive Officers are hereby delegated with immediate effect the authority to approve overtime work and payment therefore to employed who are required to work beyond normal hours in respect of completion of specific “projects” funded from capital votes on the terms and conditions set out in Appendix I hereto. Details of these projects should be submitted to the Public Service Ministry, with copies to the Accountant General and Auditor General. In cases of emergency where essential services have to be provided and maintained around the clock (e.g. breakdown of lighting plant operations or breaches in sea defences), you may also approve overtime work and payment of actual overtime to workers involved. However, certified copies of all overtime schedules should be kept on record for inspection by officers from the Public Service Ministry when required.

2. The Approval of the Public Service Ministry must however be obtained before any other type of overtime work is undertaken, and in cases of accounting work, the support of the Accountant General must be sought before hand. Requests should be submitted in accordance with Public Service Ministry’s Circular No. 17/1983 which is reproduced at Appendix II. After obtaining approval for commencement overtime work, you are authorized to make the necessary payments without submission of overtime schedules to this Ministry, subject to the following conditions:-
  - (a) careful checking of the overtime hours recorded in the schedule to ensure that hours relating to ‘normal time’ are not included;
  - (b) affixation of the employee’s signature on the schedule;
  - (c) certification of the schedules by an appropriate supervising officer;
  - (d) deduction of one (1) hour’s pay in respect of each ten-hour continuous period of overtime.

Certified copies of the overtime schedules should also be kept on record for inspection by officers from the Public Service Ministry when required.

3. (a) Supervisors should be paid honorarium computed in accordance with the formula outlined at Appendix III. However, those who are involved in actual overtime work apart from supervising should be paid actual overtime. Where it has been established that overtime work would be necessary over a prolonged period, commuted overtime instead of actual should be paid (please see Appendix III).
- (b) Rangers are not eligible for overtime. Because of the peculiar nature and hours of their work adequate compensation has already been provided in their conditions of service.

- Registers should be introduced and maintained in each Agency with the undermentioned data, and must be available for scrutiny by officers from the Public Service Ministry.

Overtime Data for the month of .....1987  
Ministry/Department/Region.....  
Division/Section .....

- Proper control should be exercised to ensure that overtime work is only undertaken when if there is an absolute need for it, and payment should not be made in respect of work scheduled for completion during normal hours. Permanent Secretaries, Heads of Departments and Regional Executive Officers to whom this circular is addressed are liable for any overpayment or any incorrect payment arising out of non-compliance with the conditions outlined herein.
- Please bring the contents of this circular to the attention of all concerned, and in particular the Personnel and Accounting Staff of your Agency.

J.E. SINCLAIR  
Permanent Secretary  
Public Service Ministry.

DEFINITION OF A PROJECT

A Project is defined as capital work undertaken in an area or district for the execution of which separate administrative and operational arrangements are set up, independent of the normal organization and control of which rests with the Headquarters.

Project employees, provided they work overtime for seventy-six (76) hours or more monthly, should be paid commuted overtime allowance applicable to the GS scale groupings shown below:-

(a)	GS: 2 and lower	-	\$181.00
(b)	GS: 3 to GS: 4	-	\$236.00
(c)	GS: 5 to GS: 6	-	\$311.00
(d)	GS: 7 to GS: 8	-	\$410.00

2. However, the above rates could be pro-rated in the instances where employees work overtime for more than twenty-five (25) hours, but less than seventy-six (76) hours monthly, for example, an employee in GS grouping (b) who worked for thirty (30) hours overtime in May should be paid a pro-rata commuted overtime allowance as follows:-

$$30/76 * \$236 = \$93.15$$

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 17/1983

REFERENCE NO. PS: PS:26/2<sup>II</sup>

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

SUBJECT:

**Payment for Overtime Work**

DATE: 1983-06-16

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The text of Public Service Ministry Circular No. 7/1972 dated 22<sup>nd</sup> March, 1972, on the above subject, is reproduced hereunder for your information:-

“Permanent Secretaries and Heads of Departments frequently request authority from the Public Service Ministry to pay overtime retroactively to members of their staff. Unless such requests are made well in advance and are supported by:-

- (i) a statement of particulars of the work to be done;
- (ii) a plan of the work as well as the number and categories of staff to be involved in the work;
- (iii) the reason(s) for the arrears of work (if any), approval will not in the future be given for the payment of overtime. Requests involving accounting work will not be considered unless they are supported by the Accountant General”.

2. It has however, been noted that in spite of this Ministry's oral and written reminders on the need to observe the above requirements, requests for the payment of overtime to employees are still being submitted without giving the information requested in the Circular.

3. The need to exercise proper control over overtime work and the associated expenditure is paramount in view of our stringent financial position. Please be informed therefore that the provisions of the Circular reproduced above should be strictly adhered to in future or approval will not be given for the payment of overtime.

4. Please bring this Circular to the attention of all employees in your Ministries/Departments and in particular, those who deal with personnel matters.

(Sgd) H. Ali  
for Permanent Secretary  
PUBLIC SERVICE MINISTRY.

- (i) ACTUAL OVERTIME FORMULA  
Pensionable Employees  
 $6/1000 * \text{monthly salary} * \text{No. of Hours} * 1 \frac{1}{2}$   
  
Non-Pensionable Employees  
 $5/1000 * \text{monthly salary} * \text{No. of Hours} * 1 \frac{1}{2}$
  
- (ii) COMMUTED OVERTIME FORMULA  
Half Actual Overtime Rate
  
- (iii) HONORARIUM FORMULA  
Half Actual Overtime Rate