

OFFICE OF THE PRESIDENT
PUBLIC SERVICE MINISTRY

CIRCULAR
NO.16/1994

REFERENCE NO. PS:

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

TO: Permanent Secretaries
Heads of Departments and
Regional Executive Officers

Office Assistants-Payment of Overtime for Work in
excess of 44 hours per week

DATE: 1994-10-31

It has come to the attention of this Ministry that, despite the instructions in my Circular No. 19/1983 dated 1983-06-29 on the above subject, payment of overtime is still being paid to office Assistants for work done after 5.00p.m on weekdays instead of after the completion of 44 hours per week.

2. I wish to inform you that the above practice must cease forthwith and payment of overtime be made for work in excess of 44 hours per week only.
3. Office assistants who are appointed to the Permanent Pensionable Establishment should be paid overtime using the following formula: -
$$6/1000 * \text{monthly salary} * \text{number of overtime hours worked} * 1/1/2$$
4. Those who are temporarily or non-pensionable should be paid overtime using the following formula: -
$$5/1000 * \text{monthly salary} * \text{number of overtime hours worked} * 1/1/2$$
5. Please bring this Circular to the attention of all concerned, especially those who work in the Personnel and Accounting Divisions.

G. Husbands
For Permanent Secretary
Office of the President
Public Service Management.