SHIFA TAMEER-E-MILLAT UNIVERSITY

Rules Regarding Overtime Compensation

(Under Section 16 of Chapter 5 of The First Statutes of the University)

1.   If an employee of the Service Scale 1 to 5, works beyond the stipulated working hours—i.e., 8 hours a day and 40 or 42 hours a week (as the case may be), he shall be entitled to an overtime pay. Only the administrative/non-teaching staff shall be entitled for such overtime compensation.

2.   The daily working hours may be extended up to a maximum 12 hours. In no case, working hours shall exceed 56 hours per week. Shift workers who are scheduled to work on off days and/or on gazetted/public holidays shall not be entitled for the overtime for their scheduled working hours.

3.   The rate of overtime pay shall be one-and-a-half the rate of the gross salary of the employee for every overtime hour of work and it shall be double for the off days and/or gazetted/public holidays. It shall normally be paid with the regular salary/compensation of the employee and shall be calculated for a given month as follows:

$$\text{Overtime Pay} = \frac{\text{Gross Salary of the Month} \times \text{Overtime Rate} \times \text{Overtime Hours}}{\text{No. of Regular Working Days of the Month} \times 8 \text{ Hours}}$$

4.   The immediate supervisor/head of the employee shall assign the overtime work on the prescribed form "Overtime Authorization Form". The HR Department after scrutiny/ verification of the attendance records shall forward the summary in accompany with the Salary Confirmation Report to the Finance Department through the Registrar.

Annex: Overtime Authorization Form.

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Overtime Authorization Form

Employee's ID: _____ Employee's Name: _____

Designation: _____ Division/Section/Dept.: _____

Day/Date: _____ Overtime Needed: From _____ to _____ Total Hrs: _____

Reason for Overtime: _____

_____

_____

<u>Signature and Date:</u>

_____   _____   _____   _____

Applicant/Employee   In-Charge/Supervisor   Head of Dept./Section   Concerned HR Cell

_____   _____   _____

Central HR, STMU   Registrar, STMU   Treasurer, STMU