



Professional Services Staff Overtime

1.0 Policy Statement

1.1 This Policy outlines the circumstances under which payment of overtime will be authorised.

1.2 Where there is a requirement for additional work to be completed outside regular working hours, the norm is that time off is granted. Overtime will only be paid to staff in exceptional circumstances, where it has been agreed in advance with the Vice President Administration and Finance.

1.2 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

2.0 Scope of Policy

2.1 This Policy is applicable to the payment of overtime to all eligible staff, save in circumstances where custom and practice arrangements apply.

2.2 This Policy applies to staff who are eligible for payment of overtime rates, specifically professional services staff at grades up to and including HEO/AP2/Assistant Librarian.

3.0 Legislation/Other Related Policies

3.1 Legislation, regulations and codes of practice in relation to this document includes

- Organisation of Working Time Act, 1997
- Building Momentum – A New Public Service Agreement 2021-2022
- DFHERIS circular 002/2021

4.0 Responsibilities

4.1 It is the responsibility of each employee to comply with the provisions of this Policy.

4.2 It is the responsibility of line managers to ensure that as a general principle work undertaken in their own areas of responsibility is completed during normal working hours and that any request for payment of overtime is made in exceptional circumstances only, and in accordance with this Policy.

4.3 It is the responsibility of the Vice President Administration and Finance (VPAF) to authorise overtime payments in accordance with this Policy. This authority may be delegated in writing by VPAF.

4.4 *An tUachtarán* and the Executive Team shall be responsible for the implementation of this Policy.

5.0 Approval of Overtime

5.1 Payment of overtime may only be approved in exceptional circumstances which necessitate the presence of professional services staff on campus after normal working hours, typically in the evening or at weekends.

5.2 The envisaged circumstances in which overtime may be approved includes:

- College events such as presentations or graduations which take place in the evenings or at weekends and at which professional services staff are required to be present.
- Essential maintenance work which can only be carried out in the evenings or at weekends.

5.3 Line managers must request approval for payment of overtime, in writing, from the VPAF in advance of overtime events. The request must specify the number of staff who are required to work outside normal working hours and the number of hours they are required to work.

5.4 In no circumstances will retrospective approval be granted for payment of overtime.

6.0 Overtime Rates

6.1 Overtime rates are payable to staff up to and including HEO/AP2/Assistant Librarian grade.

6.2 Overtime will only be paid in cases where a staff member has already worked 35 hours in the particular week, Monday to Friday.

6.3 Staff may claim overtime at the approved rates **or** TOIL on an hour for hour basis. In no circumstances will a staff member be permitted to claim both overtime and TOIL.

6.4 In all cases overtime will be calculated with reference to a 35-hour week, i.e. the divisor for calculation of the hourly overtime rate is 35 hours. Part time staff who work hours in excess of their contracted hours will be paid at “flat” rate for any additional hours worked up to 35 hours in a week and at approved overtime rates thereafter.

6.5 Overtime will be calculated with reference to the individual’s point of scale subject to a maximum value of the 6th point of the HEO pay scale.

6.6 Overtime will be paid at the following rates :

- Time and a quarter (T+1/4) for attendance Monday to Friday.
- Time and a half (T+1/2) on Saturdays to 1pm.
- Double time (Tx2) for attendance on Saturdays from 1pm, Sundays and Public Holidays

7.0 Audit and Evaluation

7.1 This policy will be reviewed on a five-yearly basis. The Director of Human Resources will initiate the review.

Revision	Document History	Reviewed By ET	Approved By UR
0		ET 2020#04	UR 2020#04
1	Revised September 21		
2		ET2023#08	UR2023#04
3	Next Review 2028		
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6			