

Overtime Policy for ArchitectsHive

Policy Statement:

At ArchitectsHive, we recognize the dedication and commitment of our employees towards achieving our company goals. In certain circumstances, overtime may be required to meet project deadlines or address urgent business needs. This policy outlines the guidelines and procedures for overtime work at ArchitectsHive.

1. Overtime Eligibility:
 - Overtime work is defined as any hours worked beyond the regular scheduled work hours of 9:00 AM to 6:00 PM.
 - All employees, excluding managerial and exempt employees, are eligible for overtime compensation as per this policy.
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2. Overtime Compensation:
 - Employees who work beyond 7:30 PM shall be compensated for overtime.
 - Overtime compensation will be calculated based on the employee's regular hourly rate.
3. Additional Benefits for Overtime:
 - Employees who work beyond 10:00 PM shall be provided with food reimbursement up to Rs. 100.
 - Female employees who choose to work overtime after 9:00 PM shall be eligible for cab reimbursement to ensure their safety and convenience.
4. Procedure for Reporting Overtime:
 - Employees must obtain prior approval from their immediate supervisor for overtime work whenever possible.
 - In cases where advance approval is not feasible (e.g., urgent project requirements), employees should inform their supervisor as soon as possible after commencing overtime work.
5. Overtime Recording:
 - Employees are required to accurately record all the hours worked overtime using the company's timekeeping system.
 - Overtime hours should be recorded in 30-minute increments.
6. Overtime Approval:
 - Supervisors are responsible for reviewing and approving overtime hours worked by their team members.
 - Any disputes or discrepancies regarding overtime hours should be promptly addressed and resolved by the supervisor and the HR department.
7. Communication and Awareness:
 - This overtime policy shall be communicated to all employees upon their joining and shall be made readily available through the company's internal communication channels.
 - Employees are encouraged to seek clarification from the HR department regarding any questions or concerns related to this policy.
8. Policy Review and Updates:
 - This overtime policy should be periodically reviewed and updated as necessary to ensure alignment with company objectives and regulatory requirements.
9. Implementation:
 - This policy shall be effective from 1st April 2024.

By adhering to this overtime policy, we aim to ensure fair compensation for employees' additional efforts while maintaining a healthy work-life balance. Thank you for your commitment to excellence at ArchitectsHive.

[Signature]

[HR Manager/Authorized Signatory]
ArchitectsHive