

 School Operations Group	OVERTIME POLICY (FOR NON-TEACHING PERSONNEL)	
	HQ School Policy Number: 2.2.3.0 - 2010	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised Date: 19 February 2010
	Date of Issuance: 23 February 2010	Date of Effectivity: 15 March 2010

I. POLICY STATEMENT

The school understands that from time to time it is necessary to work overtime to complete tasks within certain deadlines. However, to promote operational efficiency, no employee shall work overtime without proper endorsement from the immediate superior and expressed authorization from the School Administrator/Deputy School Administrator. This will enable the approver to determine the length of time the employee needs to get the task done to avoid unnecessary overtime work. To ensure that cost effectiveness is maintained, overtime work shall be limited to ten (10) hours in a month and shall be subject for auditing.

Overtime is defined as additional agreed work rendered beyond the regular eight (8) hours in a workday or 40 hours (for 5 working days) or 48 hours (for 6 working days) in a workweek for the purpose of completing essential projects / functions.

II. COVERAGE

1. Employees who are non-managers are entitled to overtime pay. Entitlement is based on the employees' daily rate.
2. Overtime on regular days starts thirty (30) minutes after the end of the regular work hours. The thirty (30) minutes break is intended for meal breaks. Overtime before the start of the regular work hours on regular days is allowed, provided it is justified and endorsed by the employee's immediate superior and approved by SA/DSA. On weekends or holidays, the start of overtime is based on the log-in time of the employee.
3. Employees who shall render a minimum of four (4) hours of overtime work during weekends, legal and special holidays is subject to a 1-hour meal break which shall be deducted from the total number of hours rendered.
4. The immediate superior may approve, disapprove, decrease or increase the proposed hours of overtime since it is the supervisor's responsibility to validate or estimate the actual hours to be rendered on a specific task.
5. Hours rendered in excess of the approved overtime shall not be considered overtime, unless properly justified and endorsed by the employee's immediate superior and other authorized approver(s), if applicable.

6. Overtime rendered without prior and expressed authorization shall not be considered overtime unless properly filed, justified and endorsed by the immediate superior and other authorized approver(s), if applicable and approved by the School Administrator/Deputy School Administrator.
7. Employees on Official Business (OB) are considered on flexible time, and thus, claiming of overtime is not allowed.
8. No overtime request shall be allowed if an employee is on leave within two days prior to and after the intended overtime work.

III. **PROCEDURES**

1. Regular overtime request should be filed and approved by the School Administrator/Deputy School Administrator two (2) hours before the end of the regular work hours using the overtime form.
2. Overtime request during rest days, legal and special holidays should be filed a day in advance of the intended overtime period using the overtime form and must be endorsed by the employee's immediate superior and approved by the School Administrator/Deputy School Administrator.
3. If the immediate superior is on official business or on leave and cannot endorse the overtime request, the employee should advise the School Administrator/Deputy School Administrator immediately for the approval.

IV. **OTHERS**

Overtime work exceeding 10 hours per month per employee will be subject to an audit. Both the Immediate superior and the employee will be made to answer the findings/questions of the Audit.

V. **POLICY REVISION**

The school may make changes to this policy from time to time to improve the effectiveness of its operation and the policy's intent. In this regard, any employee who wishes to make any comments about this policy may forward suggestions to School Operations Group through the School Operations Manager.

VI. **SEPARABILITY CLAUSE**

If any part or provision of this policy is declared invalid or unconstitutional, it shall apply only to that part or provision. The remainder shall be valid and effective.

VII. **REPEALING CLAUSE**

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly. Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:

(original copy signed)

RESTY O. BUNDOC
VP, School Operations Group

(original copy signed)

PETER K. FERNANDEZ
President, HQ-owned Schools