

**For information on
15 November 2010**

**LEGISLATIVE COUNCIL PANEL ON PUBLIC SERVICE
POLICY ON OVERTIME WORK COMPENSATION**

PURPOSE

This paper briefs Members on the policy on granting compensation for overtime work.

GENERAL PRINCIPLES

2. Overtime work is work undertaken over and beyond an officer's conditioned hours. It should be undertaken only when it is unavoidable, which means the duties to be performed at the time are essential and the duties must be performed at that time and cannot be deferred.

3. Heads of Department (HoDs) are required to ensure that overtime work is kept to the absolute minimum as justified by operational requirements, and that at all times overtime work is strictly controlled and properly supervised. Apart from unforeseen circumstances, overtime work must be authorised in advance by HoDs or officers nominated by HoDs personally.

COMPENSATION

(a) *Time Off In Lieu*

4. Time off in lieu (TOIL) is the normal recompense for overtime work performed. It may be granted by HoDs subject to exigencies of service.

(b) Allowances

5. Monetary compensation for overtime work performed by officers up to certain specified salary levels and in prescribed ranks may be approved by HoDs only when it is, or is likely to be, impracticable to arrange TOIL within a reasonable period of time from the date when overtime work is performed. Such monetary compensation takes one of the following three forms – Overtime Allowance (OTA), Disciplined Services Overtime Allowance (DSOA), or honorarium.

(i) Overtime Allowance (OTA)

6. Civilian officers in ranks whose scale minima and scale maxima are on or below Point 19 and Point 25 respectively of the Master Pay Scale (MPS) or equivalent may be eligible for OTA for overtime work performed, unless otherwise specified. The specified exceptions are -

- (a) officers in the administrative and professional grades;
- (b) teaching staff;
- (c) officers remunerated from the Training Pay Scale and other officers under training who are required to attend for duty beyond conditioned hours in connection with their training; and
- (d) officers in the ranks of Estate Assistant, Senior Estate Assistant, Chief Estate Assistant, Property Attendant and Head Property Attendant who are provided with quarters at or near their place of work.

(ii) Disciplined Services Overtime Allowance (DSOA)

7. The following categories of officers in the disciplined services grades are eligible for DSOA -

- (a) those remunerated from the General Disciplined Services (Rank and File) Pay Scale;
- (b) those in ranks whose scale maxima are on or below Point 26 of the General Disciplined Services (Officer) Pay Scale;
- (c) those in ranks whose scale maxima are on or below Point 48 of the Police Pay Scale; and

- (d) those in ranks whose scale maxima are on or below Point 35 of the Independent Commission Against Corruption Salary Scale.

(iii) Honoraria

8. Secretary for Financial Services and the Treasury may approve, upon recommendation by HoDs, the payment of an honorarium to eligible officers in the following circumstances -

- (a) those who have undertaken special duties outside their conditioned hours and outside their normal scope of work; or
- (b) those who have performed overtime work in excess of 50 hours during a continuous period of three months and whose salary do not exceed MPS Point 33 and are not eligible for overtime allowance and where TOIL is impracticable, except as otherwise specified. The specified exceptions are those listed in paragraph 6(a) – (d) above and officers in the disciplined services grades.

REVIEW AND CONTROL

9. HoDs are required to put in place internal guidelines and work procedures for authorising overtime work and vetting claims for compensation of overtime work performed, having regard to their own operational circumstances. They are also required to ensure that their staff are fully acquainted with the guidelines and procedures, and that these are adhered to. Records on overtime work must be kept properly and should be circulated to sectional/senior management on a regular basis. The overtime work pattern should be kept under regular review, and any excessive overtime work should be tackled as early as possible. TOIL should be granted to officers during periods of less pressing service demand.

10. The Civil Service Bureau (CSB) examines the Government's overall expenditure on overtime and related allowances annually and seeks clarifications from individual HoDs where necessary. CSB may also check with specific HoDs in respect of their bureau/department's expenditure on overtime and related allowances on an ad-hoc basis.