



Republic of the Marshall Islands

Office of the Public Service Commission

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PUBLIC SERVICE COMMISSION INSTRUCTION 2010/02

Overtime Hours Eligibility Criteria

By virtue of the PSC Regulations 36 (1) & (2), this new instruction is now made as a supplement and also to cause few changes to any and all other similar instruction previously made in relation to the management of Overtime Hour. In view of the apparent lack of the proper administrative practice in the handling of overtime hour irregularities, the Public Service Commission hereby gives effect to the following set of rules to be strictly enforced:

1. Overtime shall be referred to as any services performed after the regular working hours, including weekends and holidays, with the additional earned hours in excess of the biweekly 80 regular hours of a given pay period.
2. Only the authorized personnel whose names are included in the official roster provided by the respective ministries/agencies shall be entitled for the overtime compensation, with the exception of such cases involving emergencies and national disasters.
3. Overtime compensation shall be given only to the personnel who has successfully worked the required 80 working hours for the given pay period, and whose claimed overtime hours are in excess of the regular 80 working hours.
4. Unless otherwise agreed to by the Public Service Commission for justifiable reasons, all overtime hours shall be so subjected to the required maximum of two hours but not to exceed 4 hours in a single incident for which a need for working overtime is required and actually being carried out.
5. No overtime shall be granted without prior restoration of any annual or sick leave hours taken during the same period with only the remainder to be compensated.
6. The employees receiving salary rate exceeding \$17,025 annually shall not be eligible for overtime hours. Their salaries are deemed to compensate them for any additional time worked.
7. No other forms of rating shall be put into practice, except the *Overtime Rate*.
8. Calculation of overtime hours is self-explanatory by using this overtime rate formula:

Example: Annual salary of \$17,025.00 @ hourly rate of \$8.19

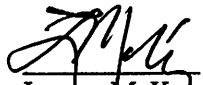
Step #1 \$8.19 (hourly rate) x 1.50% (time/half) = \$12.29

Step #2 \$12.29 x total overtime hours = overtime payment


The Commission hereby takes this opportunity to kindly request the full cooperation of all in this instruction.



Cent Långidrik
Chairman, PSC



Lomes McKay
Commissioner



Raynard Gideon
Commissioner

Cc: Minister-in- Assistance
Chief Secretary