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Circular No. 19

November 6, 2024

Cabinet Secretary
Permanent Secretaries
Chief Executive Officers
Heads of Departments

Extra Hours Worked (EHW) Policy for the Public Sector

Consequent on the restructuring of compensation in the Public Sector, the Government of Jamaica, in its commitment to foster equity and a productive work environment, recognizes the significance of establishing a comprehensive Extra Hours Worked Policy for the Public Sector.

In this regard, the Government has developed the attached "Extra Hours Worked Policy for the Public Sector" to be implemented with effect from August 1, 2024. The objective of this policy is to provide a guiding framework to govern the compensation, management, and regulation of extra hours worked for all public sector employees.

Within these guidelines, the policy emphasizes the authorization process, payment arrangements, and the responsibilities of management in administering extra hours worked. Further, this policy underscores the Government's commitment to protect the employees' well-being whilst maintaining the highest standards of fairness, and efficiency in the management of extra hours worked.

The Policy is applicable to all Ministries, Departments, Agencies (MDAs) and Public Bodies; and should be brought to the attention of ALL members of staff to ensure commitment to the principles of this policy.

Should you require further clarification, please contact the Strategic Human Resource Management Division (SHRMD), of this Ministry.

The Policy can be accessed electronically on the Ministry's website at www.mof.gov.jm

Darlene Morrison, CD
Financial Secretary



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

EXTRA HOURS WORKED POLICY

1. OVERVIEW

The Government of Jamaica, in reviewing the policies governing various aspects of additional hours worked, has recognized the need to establish a comprehensive policy to be referred to as the “Extra Hours Worked (EHW) Policy” for work performed in excess of the organization’s standard work week as defined by the terms and conditions of full-time employment. In this regard, the Government has created this policy to outline the eligibility of employees and the responsibilities of management.

2. PURPOSE

The purpose of this Policy is to establish governance structures to include defined guidelines, employees’ eligibility, authorization process and management of extra hours worked.

3. DEFINITION

For the purpose of this Policy the following terms are defined-

- 3.1 “Extra Hours Worked (EHW)” means approved hours worked in excess of the employees’ regularly scheduled weekly work time in any work week. Employees’ established hours of work have been clearly defined in their terms and conditions of employment with the Ministries/Departments/Agencies (MDAs) and Public Bodies.
- 3.2 “Employee” means an individual who has entered into or works, or normally works, under a contract of service or apprenticeship.
- 3.3 “Public General Holiday” means a public holiday as defined under **The Holidays (Public General) Act (Cap. 148)**.
- 3.4 “Honorarium” means payment made to employees classified as “exempt” and who are assigned special duties which are extraneous to his/her normal duties and which necessitates the performance of official duties beyond normal working hours.

- 3.5 “Exempt employee” means a category of employee who is classified as an executive and is only eligible for payment for approved hours worked in excess of the employee’s regularly scheduled weekly work time through **the honorarium system**.
- 3.6 “Non-exempt employee” means a category of employee who is eligible for payment for approved hours worked in excess of the employee’s regularly scheduled weekly work time.
- 3.7 “Rest Day (Day off)” means in relation to an employee, such day of the week, not being a public holiday, as is by agreement between the employee and his employer to be excluded from the employee’s work days.

4. SCOPE

The extra hours worked policy applies to all employees who perform approved hours of work beyond their scheduled weekly work time. Employees may be requested to work extra hours in order to honour commitments given or agreements arrived at, complete special assignments/projects, and/or complete tasks which may be related to work performed during regular hours of work.

5. POLICY STATEMENT

The Government recognizes the necessity for an extra hours worked policy and will make every effort to:

- 5.1 Ensure that employees are compensated for approved hours worked in excess of scheduled weekly work time.
- 5.2 Minimize incidents of abuse related to extra hours worked.
- 5.3 Ensure productivity during normal hours of work is maintained before authorizing extra hours worked.
- 5.4 Manage against the risks associated with the safety and health of employees which may result from excessive or misuse of extra hours worked. MDA’s and Public Bodies **must** ensure that extra hours worked by any non-exempt employee does not exceed fifteen (15) hours per workweek, except in cases where the employee is unavoidably required to work extra hours in excess of fifteen (15) hours per week to achieve a clearly defined objective.
- 5.5 Consistently maintain an accurate and certified record of normal and extra hours worked.
- 5.6 Establish clear levels of responsibilities in the authorization for extra hours worked.
- 5.7 Determine the duration and expected start and end times of extra hours worked.

5.8 Ensure that MDA's and Public Bodies implement systems to manage the cost of extra hours worked.

6. ELIGIBILITY OF EMPLOYEES

The eligibility criteria are as follows:

- 6.1 Approval of the Permanent Secretary, Head of Department or Chief Executive Officer has been obtained for extra hours to be worked by an employee.
- 6.2 Employees who work beyond their scheduled weekly work time having received the appropriate authorization to do so.
- 6.3 Employees who are classified as non-exempt (Bands 1-10) are eligible for the payment of extra hours worked (that is, weekly/monthly paid, shift/non-shift employees, part time, full-time employees).
- 6.4 Employees who are required to work during any period on a rest day (day off).
- 6.5 Employees who are required to work on any Public General Holiday.

EXECUTIVE MANAGEMENT

The eligibility criteria are as follows:

- 6.6 Approval of the Permanent Secretary, Head of Entity has been obtained for honorarium to be approved for an employee.
- 6.7 Employees who work beyond their scheduled weekly work time having received the appropriate authorization to do so.
- 6.8 Employees classified at the executive management level (Bands 11-16).
- 6.9 Employees who are required to work during any period on a rest day (day off).
- 6.10 Employees who are required to work on any Public General Holiday.

7. AUTHORIZATION

For the purposes of the policy:

- 7.1 Heads of Divisions/Branches/Units are responsible for achieving the objectives of the organization and should assess and determine whether there is a need for employees to work beyond normal working hours to accomplish those targets. Extra

Hours Worked (EHW) may become necessary to address emergency matters, increased workload, and Government's imperatives. Where EHW is required, the Heads of Division/Branch/Unit must seek the authorization of the Permanent Secretary/Head of Department/Chief Executive Officer prior to the commencement of extra hours worked.

7.2 Where an unscheduled situation occurs in which extra hours are required and/or will exceed the fifteen (15) hours of extra hours worked per week, pre-approval must be sought using the various means of communication available prior to the continuation of work. This approval can **only** be granted by the Permanent Secretary/Head of Department/Chief Executive Officer (Accounting Officer).

7.3 It is important that Heads of Divisions/Branch/Units in obtaining the necessary approval, ensure that:

- 7.3.1 Extra Hours Worked (EHW) is necessary to address the need that exists.
- 7.3.2 Particulars provided indicate the commencement date, work to be done, the reason for the exercise, the proposed duration, the number and the categories of staff to be involved and the estimated cost.
- 7.3.3 Eligible employees are compensated for work performed in excess of scheduled weekly work time.
- 7.3.4 Measures are in place to avoid the abuse of additional hours worked.
- 7.3.5 Measures are put in place to mitigate against the negative impact on the safety and health of employees.
- 7.3.6 Measures are put in place to maintain productivity during normal work hours and extra hours worked.
- 7.3.7 Additional cost associated with extra hours worked are managed.

8. TERMS AND CONDITIONS FOR THE PAYMENT OF EXTRA HOURS WORKED

BANDS (1-10)

- 8.1 Payment will be made for approved hours of work performed in excess of scheduled weekly work time.
- 8.2 The scheduled work must be performed at the required level within the indicated period for payment to be made.
- 8.3 Where Head of Entities fall in Band 10, they are to be treated as detailed in 8.4 and 8.5 below.

BANDS (11-16)

- 8.4 Honorarium will be paid to employees who are required to work at least 15 hours beyond the scheduled weekly work time for a consecutive period of no less than four (4) weeks to achieve a defined objective within a specified timeline.
- 8.5 The scheduled work must be performed at the required level within the indicated period for payment to be made

9. HEALTH SECTOR

This policy applies to designated employee categories within the Health Sector, following the guidelines provided in correspondence issued to the Ministry of Health and Wellness.

10. PAYMENT ARRANGEMENT

Payment for Extra Hours Worked (EHW) will relate to work performed in excess of scheduled weekly work time. The rate will be calculated as outlined below:

BANDS (1-10)

10.1 FULL-TIME EMPLOYEES

- I. 1.5 X regular hourly rate for work performed during the workweek outside of the scheduled weekly work time.
- II. 1.5 X regular hourly rate for 1st day off.
- III. 2 X regular hourly rate for 2nd day off or on a Public General Holiday.

10.2 PART-TIME EMPLOYEES

- I. The part-time hourly rate for work performed outside of the scheduled weekly work time up to 40 hours.
- II. 1.5 X part-time hourly rate for work performed outside of the scheduled weekly work time above 40 hours.
- III. 2 X part-time hourly rate only on a Public General Holiday.

BAND (11-16)

10.3 EXCEPTIONAL CIRCUMSTANCES INVOLVING EXECUTIVE MANAGEMENT

Payment of honorarium is to be calculated as follows:

- I. 1.5 X regular hourly rate for work performed during the workweek outside of the scheduled weekly work time.
- II. 1.5 X regular hourly rate for 1st day off.
- III. 2 X regular hourly rate for 2nd day off or on a Public General Holiday.
