

APPROVED

VIA REFERENDUM PRESIDENT'S COUNCIL 01 DECEMBER 2016

POLICY ON OVERTIME WORK

RATIONALE

This overtime policy which covers Co-Academic Personnel (CAP), outsourced, fixed-term (time based), casual, and seasonal employees, is aimed at stating the norms of the University regarding hours worked beyond the employees' standard working schedule and ensure that they are aptly and consistently compensated for such services and at the same time preclude abuse of overtime, decline of productivity, health and safety risks, and other issues similar in nature.

PRINCIPLES AND POLICIES

- All unit heads, in consultation with their employees, shall prepare a work schedule which is premised on work which can be normally completed by their employees during their regular working schedule.
- 2. Employees, however, may be required to perform overtime work when there is an urgent and necessary work to be performed in order to avoid serious loss or damage to the University or where the completion or continuation of the work is necessary to prevent serious obstruction or prejudice to the operation of the University, or some cause of similar nature in accordance with the Labor Code of the Philippines.¹
- 3. Pursuant to the rationale of this policy, an annual **ten (10) percent cap** for overtime shall be implemented for all covered employees.²
- 4. Based on the maximum ten (10) percent limit, offices shall be allotted overtime hours that their employees can work within the academic year.
- 5. The annual overtime allocation of offices shall be computed as follows:
 - 5.1. For offices with only one (1) employee, the monthly salary of the employee x 12 months x .10 over the hourly rate of the employee.

¹ Cf. Art. 89. **Emergency overtime work**. Book III, Title I, Chapter I, Labor Code.

² In light of the "Lean Years" and anticipated greatly reduced revenues from tuition and fees, it is imperative for the University to judiciously allocate its resources among others, only to work related expenses which are necessary to its operations. Thus, effective AY 2016-2017, the Board of Trustees, De La Salle University, has prescribed a ten (10) percent cap on overtime for all covered employees.



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- For offices with several employees, their aggregate or total monthly salaries x 12 months x .10 over the highest hourly rate of employee in such offices.
- 6. If the overtime allocation based on the above computation is inadequate, concerned office heads can file a written request to OPM for additional overtime hours not later than 15 November each academic year. These requests shall be evaluated and decided upon by the HR Committee composed of the following: Chancellor (Chair), OPM, and RMCA. After such date, no further request shall be entertained.
- 7. Office heads shall have the discretion to determine the overtime hours to be availed within a month and the employees who will render overtime work.
- 8. Applications for overtime from offices which exceed the overtime cap shall be evaluated by the Office of Personnel Management (OPM). OPM shall submit its recommendations to the Office of the Chancellor for final approval.

PROCEDURES

1. When overtime work is urgent and necessary, both the employee and unit head or supervisor, shall agree on the hours of overtime needed and the schedule when they will be worked.

- 2. Employees rendering overtime, shall submit to OPM the accomplished downloadable Overtime Application Form (OAF) in four (4) copies, at least two (2) working days (excluding Saturdays and holidays) prior to the scheduled overtime.
- 3. It shall be the responsibility of the concerned employees to secure from OPM's Front Office, a copy of the OAF indicating OPM's action on the application a day before the scheduled **overtime.** If the OAF is not acted upon on the above period, the OAF is deemed disapproved.
- 4. If for unforeseen circumstances the filing period cannot be observed, the OAF and the written justification for its late filing from the unit head or supervisor, shall be submitted to OPM not later than the next working day after the overtime has been rendered. If the justification is deemed meritorious, the OAF shall be approved.

For purposes of annual overtime allocation, AY 2016-2017 will cover 01 September 2016-31 August 2017. The total number of hours utilized by the different offices from 01 September- 31 October 2016, shall be deducted from their annual overtime allocation.



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- 5. Any employee who renders an overtime work with a disapproved OAF, shall not be entitled to an overtime compensation.
- Overtime is calculated after an additional thirty (30) minutes has been worked beyond the regular working schedule. Overtime of less than thirty (30) minutes shall not be considered as overtime.
- 7. Except in highly meritorious cases to be determined by OPM, an overtime shall not exceed four (4) hours a day.
- 8. Overtime work shall not be rendered during lunch break. If exigency of service requires such overtime, an employee shall not be entitled to a compensation. Instead, the so-called time off in lieu shall be used, i.e., the one (1) hour lunch break can be availed before or after the official lunch break.⁴

This policy which supersedes previous Policies on Authorized and Approved Overtime, shall take effect on 02 November 2016.

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[&]quot;Subject to such regulations as the Secretary of Labor may prescribe, it shall be the duty of every employer to give his employees not less than sixty (60) minutes time-off for their regular meals." Art 85. **Meal periods**. Book III, Title I, Chapter I, Labor Code.