

PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211
Government Buildings, Suva. Telephone 3-314-588

PSC CIRCULAR NO. 13/2009

To : The Permanent Secretaries and
Heads of Departments

File : 29/171-12

Subject: OVERTIME

Date: 13/03/09

-
- 1.0 The Commission is greatly concerned with the overwhelming costs of overtime payments borne by Ministries and Departments at the closure of accounts for 2008.
 - 2.0 PSC Circular 52/2000 paragraph (6.2) - (6.3) clearly specifies the need for overtime payment. *Where funds are specifically provided in the Budget Estimates, overtime may be paid only when it is not practicable to grant time-off in lieu. Overtime payment should only be remunerated if the nature of work is essential, unavoidable and worked on a regular basis.*
 - 3.0 In the context of "essential" work or services in 2.0 above, the ERP 2007, schedule 7 (section 185) clearly stipulates the sort of essential services or work rendered that would allow for overtime payment. The payment of Honorarium Allowance applied only for very special circumstances.
 - 4.0 Furthermore, PSC Circular 24/2007 of 06/08/2007 must not be mis-construed to be an avenue for payment of overtime for the work that ought to be conducted during the normal official hours. Payment for Honorarium Allowances **MUST** not be entertained under these circumstances.
 - 5.0 Heads of Departments and Supervisors are urged to ensure that work targets are met by individual officers in accordance with the Individual Work Plans, Business Plans and Ministry/Department's Corporate Plans, in order to avoid or to minimize unnecessary overtime and its associated expenditures.
 - 6.0 Please bring this circular to the attention of all Heads of Departments and Supervising Officers in your Ministries/Departments.
 - 7.0 For any queries relating to the above, please contact Jimaima Vilisoni [Mrs] at the Employee Relations Division on telephone 3314588 ext 227 or email address jvilisoni@psc.gov.fj



Taina Tagicakibau [Mrs.]
Permanent Secretary for the Public Service