



Overtime and Additional Payment Arrangements Applying to Senior Institute Staff

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1. INTRODUCTION

- 1.1 The Institute of Technology Act 2006 provides that “there shall be paid by the Institute to its staff, such remuneration, fees, allowances and expenses as may be approved from time to time by the Minister for Finance”. Approved payments currently include overtime for academic staff at the agreed part-time hourly rate for academic staff and at the standard approved overtime rate for other staff.
- 1.2 Administrative staff up to and including Grade VII can be paid overtime at the appropriate overtime rates where this is warranted and approved by the relevant Director. The higher administrative grades of Assistant Principal Officer and Principal Officer are not however entitled to overtime payments.

2. POLICY

- 2.1 The existing overtime arrangements for administrative and academic staff continue, i.e. at the agreed part-time hourly rate for academic staff and at the standard approved overtime rate for other staff.
- 2.2 Structured academic staff shall not be paid overtime or any additional payments. In exceptional circumstances, overtime or other additional payments may be made with the specific approval of the relevant Director and the Director of Corporate Services. This applies to Lecturer (Structured), Senior Lecturer II and Senior Lecturer III (and to positions whose salaries are aligned to these grades).
- 2.3 Directors are not eligible for overtime or additional payments.
- 2.4 The higher administrative grades of Assistant Principal Officer and Principal Officer shall not be paid overtime or receive any additional payments in accordance with established practice in this regard.

3. QUERIES ON THIS POLICY

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