



# Organization for Security and Co-operation in Europe

Director for Human Resources  
Vienna, 17 January 2018

## Staff Instruction No. 1/Rev. 1

### Subject: Overtime Compensation

#### 1. Reference

1.1. Staff Regulation 7.01, Staff Rule 7.01.3.

#### 2. Purpose

2.1. The purpose of this Staff Instruction is to specify the process for working and compensation of overtime hours.

#### 3. Applicability

3.1. This Staff Instruction applies to all OSCE staff and mission members in the General Service category in the Secretariat, Institutions and Field Operations.

#### 4. Effective Date

4.1. This revision shall take effect on 17 January 2018 and cancels and supersedes Staff Instruction No.1/2003, as well as any internal instructions issued by the Secretariat, Institutions and Field Operations.

#### 5. Working Overtime Hours

5.1. Pursuant to Staff Rule 7.01.3 (b) (i)<sup>1</sup>, overtime must be authorized in advance by the relevant supervisor, before the overtime is actually performed.

#### 6. Procedure for Claiming Compensation

6.1. All requests for overtime compensation for work performed must be submitted on the Overtime Record Form as attached in Annex 1 or through IRMA Oracle.

6.2. Compensation for the performance of overtime shall normally be in the form of Compensatory Time Off (CTO). In exceptional cases, where payment for overtime is requested, the relevant supervisor shall be responsible for seeking through the Human Resources/Administrative Office, the approval of the Secretary General or the respective Head of Institution or Field Operation. In such cases, the relevant Programme Manager shall be responsible for certifying the availability of funds, prior to requesting the approval for payment of overtime.

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<sup>1</sup> Staff Rule 7.01.3 (b) (i) – “Overtime must be authorized by the relevant supervisor;”

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- 6.3. In no case shall payment for overtime be made before the approval of the Secretary General or relevant Head of Institution or Field Operation has been obtained.
- 6.4. Overtime shall be recorded in ½ hour increments.
- 6.5. The Overtime Record Form must be signed and dated by the relevant supervisor for certification after the overtime work has been performed.
- 6.6. Where CTO is authorized, a record of the accumulated balances and the CTO taken will be maintained by the relevant Human Resources/Administrative Office.
- 6.7. Where payment is exceptionally approved and all appropriate forms have been submitted within the relevant payroll deadline, payment for the overtime will be effected in the payroll following the month in which the overtime was performed.
- 6.8. The Secretary General, or the respective Head of Institution or Field Operation may decide in view of overall budgetary limitations to compensate *all* overtime in their respective executive structure in the form of CTO.
- 6.9. Supervisors are responsible for ensuring that staff/mission members are encouraged to use accumulated CTO within 12 months of such accrual.
- 6.10. There will be no compensation for any unused CTO at the time of separation from service.

## **7. Overtime during Travel on Official Business**

- 7.1. If a staff/mission member performs overtime work during official travel to, and at the request of, another executive structure, a separate Overtime Record Form must be completed by the supervising officer requesting such overtime and approved by the Head of the executive structure where the overtime is performed. In such cases, the compensation will always be in the form of payment.

## **8. Budgetary Considerations**

- 8.1. Subject to 8.2 below, the payment of overtime shall be charged against the budget of the Unit/Section where the staff/mission member works.
- 8.2. For work performed in another organizational unit, the respective budget will be charged.
- 8.3. For the servicing of conferences or meetings, overtime may be charged to the budget especially approved for this purpose.

## **Forms**

Annex 1: Overtime Request Form



SI 1\_Annex  
1\_Overtime\_Request