

IMO STAFF RULES AND REGULATIONS

Rule 103.7

OVERTIME AND COMPENSATORY TIME OFF

(a) As a general principle, it is recognized that the normal working hours established in rule 101.3(a) should be observed, and that overtime should not be required. However, attendance beyond the normal working hours may be required during periods of peak activity. In that event, compensatory time off for all staff members or additional payment, for staff members in the General Service category only, shall be given, in accordance to this rule, for all hours worked in excess of the normal working hours, provided that more than 40 hours have been worked during that week.

Staff Rules - 20 -

(b) Time spent in travel is not considered to be overtime.

(c) Work required to be performed by a staff member on an official holiday shall be compensated in accordance with the provisions of this rule. However, in exceptional circumstances, the Secretary-General may require all staff members to work on an official holiday. In that event, another working day shall be set and observed as the holiday and no overtime payment or compensatory time off shall be granted in respect of work performed on the official holiday.

(d) Where staff members are given compensatory time off, this shall be equal to the number of hours of overtime worked. Such time off shall be credited to the entitlement to annual leave of the staff member.

(e) The amount of overtime required of a staff member shall normally not exceed 15 hours in any period of seven consecutive calendar days, or 40 hours in any period of 28 consecutive calendar days.

(f) If time off cannot be granted without seriously hampering the work, staff members in the General Service category shall be compensated for the overtime hours worked by an additional payment at the rate of one and a half times the aggregate of his or her salary and language allowances.

Rule 103.7.1

NIGHT DIFFERENTIAL

Staff members shall receive a night differential of 25 per cent of hourly pay in respect of each hour of a regular tour of duty falling between 7 p.m. and 7 a.m. No night differential shall be paid in respect of hours of overtime worked between 7 p.m. and 7 a.m.