

## OSCE Staff Rules and Regulations - Overtime

### Rule 7.01.3 — Overtime

- (a) Overtime shall be understood as the hours worked outside the normal working day of the staff/mission member concerned.
- (b) Overtime shall be only compensated to local staff/mission members, except National Professional staff, under the following conditions:
- (i) Overtime must be authorized by the relevant supervisor;
  - (ii) The number of overtime hours shall be compensated at the ratio of 1:1 for the period of overtime worked;
  - (iii) The compensation shall consist of either time off, or, subject to the availability of funds, additional payment. If the payment is authorized, the rate for overtime shall be calculated on the basis of the annual net base salary divided by 2080 hours;
  - (iv) The maximum number of overtime hours worked for compensation shall normally not exceed forty worked hours per month. The Secretary General, the respective Head of Institution or the respective Head of Mission may authorize, on an exceptional basis, compensation for overtime hours exceeding forty worked hours per month, up to a maximum of eighty hours per month, within the limits of resources available in their approved budget, and provided that the same staff/mission members shall not be exposed to such excessive working hours more than four months in a given calendar year. Any safety risks or potential liability that may result from overtime work performed by certain categories of staff shall be taken into account by the respective managers when considering the need for overtime work.
- (c) Local staff/mission members required to work in shifts or having a regular night or weekend duty within the regular number of working hours per week shall not be entitled to compensation for overtime.
- (d) The overtime hours performed by a staff/mission member working on a part-time basis shall be compensated at the ratio of 1:1 for the period of overtime worked.