



NOTE ON OVERTIME POLICY
SECRETARIAT OF THE CONVENTION ON BIOLOGICAL DIVERSITY
(as revised November 2016)

1. The purpose of this note is to provide details regarding regular working hours and conditions governing overtime and compensation for overtime at the Secretariat of the Convention on Biological Diversity (the Secretariat). It should be read within the context of relevant United Nations Secretariat policies and administrative instructions as well as those established by the International Civil Aviation Organization (ICAO), i.e., the lead agency responsible for setting the regular hours and work week for all staff of the organizations of the common system in Montreal.

2. The Note has been developed further to Staff Rule 3.11 (ST/SGB/2016/1), which provides:

- (a) A staff member in the General Service, Security Service or Trades and Crafts category, or in the Field Service category up to and including level FS-5, who is required to work in excess of the working week established for this purpose shall be given compensatory time off or may receive additional payment, under conditions established by the Secretary-General.
- (b) Should the exigencies of service permit, and subject to the prior approval of the Secretary-General, occasional compensatory time off may be granted to staff members serving in the Professional and higher categories who have been required to work substantial or recurrent periods of overtime.

3. The Note has been developed taking into account the overtime policies of other United Nations agencies and the nature of the work to be performed by the Secretariat.

4. As a general principle in the interest of the health of staff members and the efficiency of the Secretariat, it is recognized that the hours of work of the Secretariat should be observed, and overtime beyond the regular hours of attendance in the Secretariat should not be required; notwithstanding the foregoing and recognizing that the special nature of the work does involve periods of peak activity, the Executive Secretary may require attendance beyond regular hours.

5. The UN Office for Human Resources Management (OHRM) has advised that compensation for overtime is not normally available to staff on official missions and in receipt of daily subsistence allowance because the nature of official business sometimes requires staff to perform duties on irregular hours of work. Accordingly, staff on mission, including General Service staff, may be required to work reasonable hours beyond regular hours without compensation. However, to allow for the efficient servicing by the Secretariat of major intergovernmental meetings outside of Montreal, this policy provides for limited compensation for overtime worked, taking into account into the nature and scale of the operations required to service such meetings.



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I. Definitions

6. The following definitions apply to this Note:

- (a) Overtime means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays provided that such work has been authorized in advance by the appropriate official;
- (b) The scheduled work day means the duration of the working hours in effect at the time on any day of the scheduled work week, less the authorized lunch break;
- (c) The scheduled work week consists of five (5) working days assigned to the staff member during seven (7) consecutive calendar days;
- (d) The ordinary rate of compensation for overtime shall be additional payment or Compensatory Time Off at one-and-a-half times the normal rate;
- (e) The special rate of compensation for overtime shall be additional payment or Compensatory Time Off at twice the normal rate;
- (f) A staff member is considered to be servicing a meeting when she/he is on duty at the site of a meeting during the working days of the meeting.

7. Unless otherwise specified, references to “staff members” below refer to staff members in the General Service category.

II. General procedures

8. The regular working hours of the Secretariat are from **Monday to Friday, 9:00 a.m. to 5:00 p.m.** with a lunch break not exceeding one hour (60 minutes). Lunch breaks should be taken between 12 noon and 2 p.m. Therefore, the hours to be worked in a regular work week are thirty-five (35) hours at a rate of seven (7) hours per day.

9. Supervisors shall not require a staff member to work more than forty (40) hours overtime during any month, except where unusual exigencies of service so require.

10. Staff members requesting overtime shall present detailed justification and details of the planned activities for approval by the first reporting officer, sufficiently in advance and no later than three (3) working days prior to the performance of overtime. Approval from respective managers must be obtained by using the “Authorization for Overtime” form provided on the Secretariat intranet. The requests for overtime are subject to the final approval of the Executive Secretary. Overtime requests not submitted before the three (3) working days requirement will be subject to explicit approval by the Executive Secretary and should remain the exception.

11. Overtime shall be reckoned to the nearest half hour. Casual overtime less than a half hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth (6th) or seventh (7th) day of a scheduled work week or on an official UN holiday shall receive no less than four (4) hours of overtime work.

12. Compensation for the first hour of overtime shall take the form of an equal amount of Compensatory Time Off. After the first hour, and for overtime worked during the scheduled work-week or on the sixth day of the scheduled work-week, compensation shall be at the ordinary rate as defined in paragraph 5(d) above. For overtime worked on the seventh day of the scheduled work week or on an official United Nations holiday, compensation shall be at the special rate as defined in paragraph 5(e) above.

13. Once the overtime has been completed, the staff member must enter the hours in Umoja.

14. The staff member may choose to be compensated for overtime through payment or Compensatory Time Off or a combination thereof. Pursuant to paragraph 8, where unusual exigencies of service require a staff member to work more than 40 hours of overtime in a month, any overtime worked in excess of 40 hours shall be compensated by Compensatory Time Off.

15. Subject to the exigencies of service, Compensatory Time Off accrued as compensation for overtime shall be taken during the four months following the month in which the overtime takes place.

16. The first reporting officer of a staff member who has accrued Compensatory Time Off as compensation for overtime shall make every effort to accommodate leave requests of the staff member in order for them to take the Compensatory Time Off.

17. If a staff member accrues more than forty hours of Compensatory Time Off which could not be taken because of the exigencies of service, they shall be compensated at the straight time rate for each hour in excess of forty (40) hours.

III. Procedures for overtime during the servicing of meetings

18. The general procedures in section II above shall also apply for the purposes of overtime during the servicing of meetings except as otherwise provided in this section.

19. Once a list of staff servicing a meeting has received approval from the Executive Secretary, potential overtime requirements shall be assessed by Heads of Divisions and supervising officers in collaboration with the Conference Services Unit. Based on such assessment, detailed daily work assignment calendars will be prepared for all General Service staff servicing a meeting.

20. For reasons of health, well-being, morale, efficiency and equitable distribution of work and in order to minimize possible excessive overtime requirements, General Service staff may be requested to work in shifts.

21. As necessary, the projection of assessed overtime needs identified in accordance with paragraph 18 is to be discussed with the General Service staff members servicing the meeting, following which, authorization is to be granted by Heads of Divisions using the "Authorization for Overtime Work" form presently in use.

22. Supervisors have a responsibility to clearly communicate expectations for the time to be worked for the servicing of a meeting and to release a staff member from work when they are not required at a meeting.

23. Staff members who have had overtime pre-approved in accordance with paragraph 18 must complete an "Overtime Report" form (available on the intranet.) Reports should be completed immediately following the conclusion of a meeting. Reports must be certified by the supervising officer and submitted to the Administration, Finance and Conference Services Division for verification. Once the overtime worked has been verified by Administration, staff members must enter their overtime hours in Umoja along with proof of verification as an attachment.

A. Meetings in Montreal

24. The number of hours to be worked during a week in which a staff member is servicing a meeting in Montreal is the same as during a regular work week, i.e. 35 hours a week at a rate of

seven hours per day. The scheduling of these hours may be different from the regular working hours of the Secretariat, however, taking into account that the working sessions of many meetings are from **10:00 a.m.** to **1:00 p.m.** and from **3:00 p.m.** to **6:00 p.m.** A staff member servicing a meeting will be considered to be working overtime once she/he has exceeded seven (7) hours of work in a day or thirty-five (35) hours in a scheduled work week (excluding lunch breaks).

B. Meetings outside Montreal

25. The number of hours to be worked during a week in which a staff member is servicing a meeting outside Montreal is 40 hours a week at a rate of eight hours per day. The scheduling of these hours will take into account the needs for servicing the meeting and that the working sessions of many meetings are from **10:00 a.m.** to **1:00 p.m.** and from **3:00 p.m.** to **6:00 p.m.** A staff member servicing a meeting will be considered to be working overtime once she/he has exceeded eight (8) hours of work in a day or forty (40) hours in a scheduled work week (excluding lunch breaks).

26. Within the maximum of 40 hours of overtime permitted per month as provided in paragraph 8 above, the provision for overtime worked for the servicing of meetings outside Montreal varies depending on the length of the meeting.

27. Time spent travelling to and from meetings does not count towards the length of the meeting or towards overtime.

28. All overtime worked to service a meeting outside Montreal shall be compensated at the ordinary rate as defined in paragraph 5(d). The staff member may choose to be compensated for such overtime by Compensatory Time Off or payment according to the table below.

Table: Compensation options for overtime worked during missions to service major meetings outside Montreal

For major meetings (eg: COP, MOPs, SBSTTA, SBI, WG8j and other open-ended ad hoc Working Groups).

	Ordinary overtime and compensation options for time worked in excess of 8 hours per regular working day.
For any one major meeting up to 14 working days (limit of 32 hours overtime)	Options 1: maximum of 32 hours, all in Compensatory Time Off
	Option 2: maximum of 24 hours in Compensatory Time Off and 8 hours in payment
For any one major meeting of 15 working days or more (limit of 48 hours overtime)	Option 1: maximum of 48 hours, all in Compensatory Time Off
	Option 2: maximum of 32 hours in Compensatory Time Off and 16 hours in payment

For other meetings (including workshops) of 5 days or less:

	Ordinary overtime and compensation options for time worked in excess of 9.5 hours per regular working day.
For any one meeting up to 5 working days (limit of 11.5 hours overtime)	Options 1: maximum of 11.5 hours, all in Compensatory Time Off
	Option 2: maximum of 8.5 hours in Compensatory Time Off and 3 hours in payment

IV. Effective date

29. This Note enters into effect on 24 November 2016 and shall be reviewed on a regular basis to adjust to changing circumstances, in particular any changes in the relevant policies and rules of the United Nations Environment Programme and the United Nations Secretariat.