

WMO Staff Rules and Regulations

Rule 131.7: Compensation for overtime

- (a) Staff members in the Professional category and above serving at Headquarters who are required to work on official holidays, Saturdays and Sundays shall be granted equal time off in compensation;
- (b) Staff members in the General Service category serving at Headquarters who are required to work overtime shall be given either compensatory time off or payment under the following conditions:
 - (i) Overtime means time worked on official holidays, Saturdays and Sundays, or worked in excess of eight hours on a normal working day, provided that such overtime has been authorized by the Director concerned and notified in advance to the Human Resources Division;
 - (ii) Overtime worked between 8 a.m. and 8 p.m. from Monday to Friday or before 1 p.m. on Saturday shall be compensated as ordinary overtime; overtime worked between 8 p.m. and 8 a.m. or on Saturdays after 1 p.m. or on Sundays, or on an official holiday shall be compensated as special overtime;
 - (iii) Ordinary overtime shall be compensated on a time-and-a-half basis and special overtime on a double-time basis. Compensation in cash shall be calculated on the basis of the staff member's hourly basic salary according to grade and step, plus non-resident's allowance and/or language allowance(s) if any;
 - (iv) In the interests of health of the staff and the efficiency of the service, staff members shall not be required to work more than 10 hours of overtime during any one week except where unusual exigencies of the service so require;
 - (v) In determining the number of hours worked in one week any period of authorized absence shall be counted as time worked;
- (c) Unless otherwise decided by the Secretary-General the above conditions for overtime work shall apply to staff members serving at Regional Offices;
- (d) The Secretary-General may set the conditions for overtime work for staff members serving at established offices, on mission or on other assignments away from their duty stations.

Rule 131.8: Night differential

- (a) When any part of the prescribed tour of duty of a General Service category official falls between 7 p.m. and 8 a.m. he or she shall be paid an hourly night differential at the rate of 25 per cent of the hourly basic salary of the official's grade and step, plus non-resident's allowance and/or language allowance(s) if any. A night differential shall not be paid in respect of any hours of work which are compensated under Rule 131.7 nor in respect of any hours during which an official has been authorized to travel; WMO Staff Regulations and Rules

(b) When any part of the prescribed tour of duty of a General Service category official falls on a Saturday after 1 p.m. or on a Sunday or on an official holiday, he or she shall be paid an hourly differential at the same rate and under the same conditions as the night differential provided in paragraph (a);

(c) The Secretary-General shall establish the conditions regarding night-time tours of duty in respect of Regional Offices;

(d) The Secretary-General shall establish the conditions regarding night-time tours of duty in respect of missions.

Rule 131.9: