



MEMO

TO: All Staff

REF: HRM 2/6/1 Vol. 1

FROM: GM-HR&Admin.

DATE: 20th June 2022

RE: OVERTIME AND MEALS COST MANAGEMENT

This has reference to our Memo on Guidelines on Overtime Management and Payment of Extraneous Allowance of 28th February 2019.

It has been noted that over the past few months, the Corporation's staff costs have risen disproportionately to the revenues from our operations and business undertakings. A review of these costs indicate that Overtime claimed by employees for extra hours worked is the greatest contributor to these costs, with no comparable work performance to justify the increased payments.

In view of this, management has commenced an exercise to thoroughly examine and verify Overtime and Meals Claims submitted for the Month of May 2022 before payments are made. As a result, payment of Overtime and Meals claims for this month will remain suspended until the exercise is concluded.

Henceforth, Heads of Departments will ensure that they obtain pre-authorization before allowing staff in their departments to work beyond prescribed normal hours that result to overtime claims. Copies of these approvals must be attached to overtime payment request summaries, and referenced on individual staff claims submitted for payment.

Section and unit Supervisors are reminded that they are responsible for controlling costs within their respective work areas, and, they will be held responsible for any fraudulent payment claims from these areas. They will be required to justify any claims made by staff working under them and, will

ensure that required approvals are obtained before staff are allowed to undertake activities that result to claims.

Employees are encouraged to maintain a healthy work – life balance by ensuring they utilize rest and leave days as provided for in their employment contracts and Section 6 of the HR Policy and Procedure Manual, in line with Sections 27 and 28 of the Employment Act, to improve their quality of work, reduce fatigue and improve their health and safety conditions at the workplace.

Other measures put in place to contain escalating staff costs will be communicated in due course.

Thank you for the continued support as we strive to improve the Performance of the Corporation.

A handwritten signature in black ink, appearing to be 'Asava Kadima', written over a circular stamp or logo.

Asava Kadima

GENERAL MANAGER-HUMAN RESOURCES & ADMIN