



DEPARTMENTAL POLICY & PROCEDURE

Entity Name & Region: Clinical Nutrition Services-WR

Subject: Stand-by, On call, and Overtime Compensation for Clinical Nutrition Services Staff

Original Date: Version-1 August 2012

Effective: August 2012

Reference: 028010-19 Version-1

Replaces Number: New DPP

Targeted Employees/Departments: All Clinical Nutrition Staff

1. Purpose:

1.1 To establish and define a policy and applicable procedures to administer requests for stand-by, on call, and overtime compensation for Clinical Nutrition Services Staff at King Abdul-Aziz Medical City Jeddah (KAMC-J).

2. Definitions:

2.1 Stand-by: any employee within Clinical Nutrition Services who is asked to remain available on stand-by for any possible call of duty when required (for example: emergency situations) at anytime during off-duty hours and be paid an hourly rate for every hour of the stand-by period.

2.2 Overtime: any employee within Clinical Nutrition Services refers to who is actually assigned to work or called for duty at anytime beyond his/her regular working schedules (for example: weekend on call) and be paid an hourly rate for every hour of the overtime period.

2.3 Regular Hourly Rate: is obtained by dividing a monthly basic salary by the number of regular/normal working hours in each month.

3. Policy Statements:

3.1 Clinical Nutrition Services shall provide staff coverage during the off-duty hours on emergency situations and compensate them accordingly.

3.2 Stand-By/Overtime Hours to be performed by eligible employees requiring:

3.2.1 The 1st approval by Chief Clinical Nutrition Services-KAMC-J

3.2.2 The 2nd approval by Finance Director-KAMC-J

3.2.3 The 3rd approval by Associate Executive Director, Operation-KAMC-J

3.2.4 The 4th approval by Executive Director, Operation-KAMC-J

3.3 Employees who are eligible for overtime will be compensated only after they have worked beyond the required normal/regular working schedule.



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3.4 Eligible employees who are assigned to work overtime must not exceed seventy-two (72) working hours at any given month.

3.5 An employee will not be eligible to overtime while on leave.

3.6 Rendering overtime to other department requires pre- approval from the main department. Overtime cost for services rendered in other department will be charged to the requesting department

4. Procedures:

4.1 All follow are responsible for the management and pre-approval of standby/overtime hours:

4.1.1 Chief Clinical Nutrition Services-KAMC-J

4.1.2 Associate Executive Director, Operation-KAMC-J

4.1.3 Executive Director, Operation-KAMC-J

4.2 Chief Clinical Nutrition Services must ensure that the number of stand-by/overtime hours is approved in accordance with APP# 1414-004: Delegation of Signatory Authority.

4.3 Employees on stand-by will be paid 10% of their hourly rate for every hour of the stand-by period, calculation based on the basic salaries.

4.4 Formula used in calculating overtime is basic salary divided by 243.33 hours per month to get the rate per hour. Total hour per year is 8 hours multiply by 365 days equals 2920 hours per year divided by 12 months is equal to 243.33 hours per month.

4.5 Timesheet has to be submitted to HR/Payroll Services no later than cut-off date (17th of the current month). Overtime timesheet received by HR/Payroll Services after cut-off date will be processed the following month.



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5. Equipment/Forms:

5.1 Overtime Justification Form

5.2 Pre-Approval Overtime Calculation Form

6. Related References:

6.1 Employee Relations Manual (ERM)

6.2 NGHA's Benefit Schedule (as applicable)

6.3 APP# 1414-004: Delegation of Signatory Authority

7. Appendices:

None

8. Recommendations:

None