

PSD: Issue overtime orders only if very necessary

PETALING JAYA: Government department heads have been warned not to issue overtime work orders unless it is absolutely necessary.

This, the Public Service Department said, would help ease the dissatisfaction among civil servants who were ordered to do overtime by department heads but were given leave in lieu of payment because of the lack of financial allocation.

"The order to work overtime cannot be issued arbitrarily.

"Department heads must ensure that the order is only issued when the job really needs to be carried out as per the guidelines.

"They must also ensure that their departments have the necessary allocation to pay for overtime work," PSD said in its latest circular.

According to the circular, over-

time could only be done when the situation required it, such as emergency work to restore disrupted services; urgent work that cannot be delayed until the next day as it would disrupt services; work needed to be done by an officer beyond his job scope; and work that needed to be completed in a short time-frame.

"All civil servants including department heads must optimise

and manage their working time in the best way possible to ensure the said work is carried out well," the circular stated.

Meanwhile, Cuepacs president Omar Osman welcomed the new directive, stating that it would help government departments manage overtime issues in a more systematic manner.

He said it was unfair to give civil servants replacement leave when they

were entitled to overtime payment.

"Civil servants, especially support staff need the extra cash instead of the additional days off to help ease their economic burden.

"Some of them, such as drivers, have no choice but to work overtime," he said yesterday.

He suggested that departments pay 70% cash and 30% replacement leave if they could not afford to pay 100% cash for overtime work.