

## CYCU Management Direction for Overtime of the Staff and Workers

*2022.10.6 1005th Executive Council Amended.*

1. In order to stipulate matters of the extended working hours due to the business needs applied by the staff and workers for overtime outside the office hours, the university has formulated this direction.

2. The term “staff and workers” as mentioned in this direction refers to the staff and workers within the complement, and the full-time contracted (employed) personnel subject to the Labor Standards Act as well.

3. The regular working hours of the staff and workers shall not exceed eight hours per day and forty hours per week. Working hours in the winter and summer sessions may be flexibly adjusted through the executive coordination council or the labor-management conference and with the consents of the staff and workers.

4. After having performed eight working hours on regular office days, for reason that the temporary assignments or emergency events are unable to be completely handled within the office hours and there are necessary to continue to carry out in a hurry, the staff and workers may implement the overtime to extend working hours assigned by the unit supervisors.

Staff and workers who are assigned to implement overtime shall submit the applications for overtime in advance, and only through the supervisors’ consents and the completion of verification in accordance with the process on campus may apply for overtime pay or deal with the exchange of leaves. If there are good causes and through the supervisor’s consents, the application processes for dealing with the exchange of leaves may be complementally submitted within three days after the implementation of overtime, and no overtime pay will be made additionally, no application may be submitted beyond the time limit, either.

5. When the overtime staff and workers applying for overtime pay or dealing with the exchange of leaves shall submit online or swipe checked-in (out) records or other electronic or written ones with the same effect that can prove the starting and ending times of the overtime.

When the overtime staff and workers deal with the exchange of leaves, the compensatory leaves shall be verifiably calculated on an hourly basis, and shall be completely used up within six months.

When the compensatory leave period expires or the contract is terminated and the compensatory leave is not completely used up, the number of hours will be paid by salary according to the salary calculation standards on the current day.

6. Staff and workers who apply for leaves on working days and have been approved through the process on campus may not further apply for overtime on the same working day. On regular office days (Monday through Friday), the accumulative number of overtime hours may not exceed four hours, while on rest days (Saturday), regular leave days (Sunday), and holidays (national holidays and holidays announced by the Directorate-General of Personnel Administration), overtime shall be verifiably calculated based on the number of actual overtime hours, and the accumulative number on a single day may not exceed twelve hours.

The accumulative number of overtime hours the staff and workers may have per month will be forty-six hours as its upper limit. However, with the consents of executive coordination council or labor-management conference, the extended working hours may not exceed fifty-four hours per month and one hundred and thirty-eight hours every three months, except for those encounter natural disasters, accidents, unexpected events or in special needs and the university has handled in accordance with relevant laws and regulations.

Staff and workers come to campus to work while in the whole week off or on the Friday day off during the summer session, the provisions regarding the applications for overtime to extend working hours will not be applicable.

7. Provisions of the direction regarding the implementation of overtime on regular office days shall apply to situations where the rest days, regular leave days, and holidays have been adjusted as working days through the labor-management conference.

8. Overtime pay for the staff and workers will be based per hour as a unit, and the payment standards per unit are as follows:

(1) Staff: for non-supervisors the monthly salaries and professional allowances, for concurrent supervisors adding supervisory allowances, and the sum will be divided by two hundred and forty.

(2) Workers: the average salaries per hour, the calculation formula will be the sum of current monthly salaries (basic salaries, professional allowances, other allowances) divided by two hundred and forty.

(3) Contracted (employed) personnel: the average salaries per hour, the calculation formula will be the sum of current monthly salaries (basic salaries, other payments)

divided by two hundred and forty.

9. Overtime pay of the staff and workers for a single day will be paid based on the number of overtime hours, and the payment criteria are as follows:

(1) On regular office days: for the first two hours, the overtime pay per hour times one point thirty-four; for the last two hours, the overtime pay per hour times one point sixty-seven.

(2) Rest days: for the first two hours, the overtime pay per hour times one point thirty-four; for the third through the eighth hours, the overtime pay per hour times one point sixty-seven; for the ninth through the twelfth hours the overtime pay per hour times two point sixty-seven.

(3) Holidays: For the first eight hours, the overtime pay per hour times one; for the ninth through the tenth hours, the overtime pay per hour times one point thirty-four; for the eleventh through the twelfth hours, the overtime pay per hour times one point sixty-seven.

(4) Holidays: For the first eight hours, the overtime pay per hour times one; for the ninth through the twelfth hours, the overtime pay per hour times two. If the ones less than eight hours will be counted as eight hours, and one day of compensatory leave may be given.

10. When performing eight working hours according to the flexible shift schedules, the staff and workers shall adjust working periods or implement rotation systems as needed according to the process on campus, and avoid privately scheduling, changing shifts or working overtime.

The staff and workers are on duty under orders outside the office hours, it will be verifiably calculated following the overtime payment standards.

11. Matters not covered in this direction shall be handled in accordance with other laws and regulations and relevant provisions of the university.

12. The direction has been passed by the executive council and reported to the president for promulgation and implementation, and the same will also apply to amendments.

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