

8. **OVERTIME**

The purpose of overtime is to enable the Corporation to provide or maintain essential public services and to meet increased periodic pressure of work, as the exigencies of service demand. No overtime will be paid unless it has been authorised in advance or unless the circumstances warranting it are unforeseen.

Where appropriate approval has been given, employees will be paid at the rate of time and one half (1 ½ T) for approved time worked in excess of 42 hours per week. Any hours worked on Sundays and Public Holidays will be paid at double time (2T); but the night time allowance of 10 minutes per hour will not apply in respect of hours worked on Sundays and public holidays.

As an alternative to drawing overtime pay, the Corporation may opt to give time-off instead of paying money for overtime when circumstances so demand.

9. **WEEKLY REST, PUBLIC AND RELIGIOUS HOLIDAYS**

Sundays will normally be regarded as rest days and Saturdays for Seventh Day Adventist including gazetted public and religious holidays. Staff will be entitled to payment of full salary during the rest days.

10. **MEDICAL SCHEME**

a) Out-patient Treatment

Out-patient medical entitlement has been increase from Kshs 40,000/= per family per annum to Kshs 42,000 per employee per annum.

b) In-patient entitlement will be up to a maximum of Kshs.600, 000 per employee per annum. Expenses above this entitlement will be considered for known chronic cases on ex-gratia basis at the discretion of management.

c) Employees with eyesight problems will be allowed to purchase spectacles after five (5) years. Maximum entitlement for spectacles is Kshs 5,000 p.a and will be deducted from annual medical entitlement. Lenses will be replaced after one year period.

d) It was agreed ambulance will be provided to employees on transit between hospitals and in accident and emergency cases.

e)

11. **ACTING APPOINTMENTS**

An employee shall be confirmed to a position that he/she has been acting after six (6) months of acting in that position.

12. **PROMOTIONS**

It was agreed that promotions be based on professional qualifications, merit, ability and performance of the individual.

Award of two (2) increments will be granted to those whose salary surpasses the entry point.

13. **HOUSE ALLOWANCE**

It was agreed to retain current house allowance as indicated in the table below.

Nairobi Region Kshs. P.M		Other Regions Kshs. P.M	
Grade	Current w.e.f 1.7.2013	Grade	Current w.e.f 1.7.2013
UN8	14,995	UN8	10,710
UN9	12,660	UN9	9,545
UN10	9,745	UN10	7,795
UN11	8,580	UN11	6,630

Officers earning higher house allowance than the rates indicated above will continue to earn the higher rates personal to themselves.

14. **LEAVE ALLOWANCE**

It was agreed that an employee proceeding on annual leave for not less than half of his/her annual leave entitlement will be paid a non-accountable leave allowance to assist in meeting travel expenses. The rates of the allowance have been retained as indicated in the table below.

GRADE	KSHS P.A / Current
UN8 – 9	12,600
UN10 – 11	10,600

- Half rates previously applied to single employees have been abolished. All employees will be paid the allowance at the same rate.
- Where married couples both work for the corporation, both will claim the allowance at the same rate.
- This allowance shall be paid twice in one financial year to the employees stationed in gazetted hardship areas.

15. **COMMUTER ALLOWANCE**

Commuter allowance has been revised from the current Kshs 3,000 to 3,500 to facilitate staff commute from home to their duty station with effect from 1st may 2015.

