

POLICY ON OVERTIME

1. PREAMBLE

The policy aims at giving sound and best practices regarding the management of overtime.

2. DEFINITION

In this policy -

“**Overtime**” – means the time that an employee works during a day or week in excess of ordinary hours of work.

3. PURPOSE

To provide guidelines for compensating officials that are required to perform overtime work.

4. AUTHORISATION

This policy is authorized by Section 38 (1) (a) and (b) of the Public Finance Management Act, No .1 of 1999 as amended.

5. REGULATORY FRAMEWORK

- 5.1 Constitution of the Republic of South Africa, Act No.108 of 1996
- 5.2 Public Finance Management Act, No .1 of 1999, as amended
- 5.3 National Treasury Regulations Of 2000
- 5.4 Public Service Act, Act No.103 of 1994, as amended
- 5.5 Public Service Regulations, 2001, as amended
- 5.6 Basic Conditions of Employment Act, Act No.75 of 1997.
- 5.7 DPSA Financial Manuals
- 5.8 Public Service Coordinating Bargain Council (PSCBC) Resolution 3 of 1999 as amended.
- 5.9 Code of Good Practice on the Regulation of Working Time issued by the Department of Labour.

6. POLICY FRAMEWORK

6.1 CONDITIONS OF OVERTIME WORK TO BE COMPENSATED

(a) The employer (Department) shall provide compensation for overtime worked when:

- i. There is a prior approval by the Head of Department.
- ii. Emergency official work was done and prior approval could not be obtained

6.2 KINDS OF COMPENSATION THE DEPARTMENT SHALL PROVIDE

- (a) The Department shall compensate authorized overtime by:
 - i. By paying the employee the relevant rate as determined by DPSSA.
 - ii. Payment should be within 30% of the claimant's basic salary and Head of the Department may have the discretion to deviate.
 - iii. By treating hours from 20h00 to 06h00 as those of Sundays.

6.3 CATEGORIES OF EMPLOYEES THAT SHALL NOT RECEIVE COMPENSATED OVERTIME.

- (a) The Department may not compensate employees for overtime if:
 - i. The employee is a member of the SMS unless the overtime does not constitute one per cent of the salary bill on the relevant salary level.
 - ii. The official perform the duty during the period of leave
 - iii. There is no written authorization in advance by the Head of Department.

6.4 HOURS OF WORK

- (a) An employee must have one –hour interval after (5) conservative hours of work.
- (b) All officials overtime should not exceed 30% of their basic salary, if happens the Head of Department and Chief Financial Officer should be informed prior to the payment.

6.5 MEASURES TO CONTROL OVERTIME POLICY

- (a) It should remain the responsibility of the unit manager to ensure:
 - i. Overtime work is minimized.
 - ii. There is adequate control of overtime duty, either through supervision or by control of outputs.
 - iii. An annual standing overtime approval may be granted by the Head of Department.
 - iv. It should be the responsibility of the Unit Manager to procure prior overtime approval by the Head of Department.

7. SCOPE OF APPLICATION

The above provisions shall be applicable to all officials within the Department of Cooperative Governance and Traditional Affairs.

8. PROCEDURE FOR AMENDMENT OF THE POLICY

The amendment of this policy shall be done in accordance with the changing legal frameworks and shall be subjected to approval by the Head of Department the has the discretion to deviate.

9. MONITORING ,EVALUATION AND REPORTING

The Department through its delegated structures shall nitor and evaluate effectiveness of the implementation and report to the Head of Department on an annual basis.

APPROVED/NOT APPROVED

MR.S NGUBANE

ACTING: HEAD OF DEPARTMENT

DATE: _____