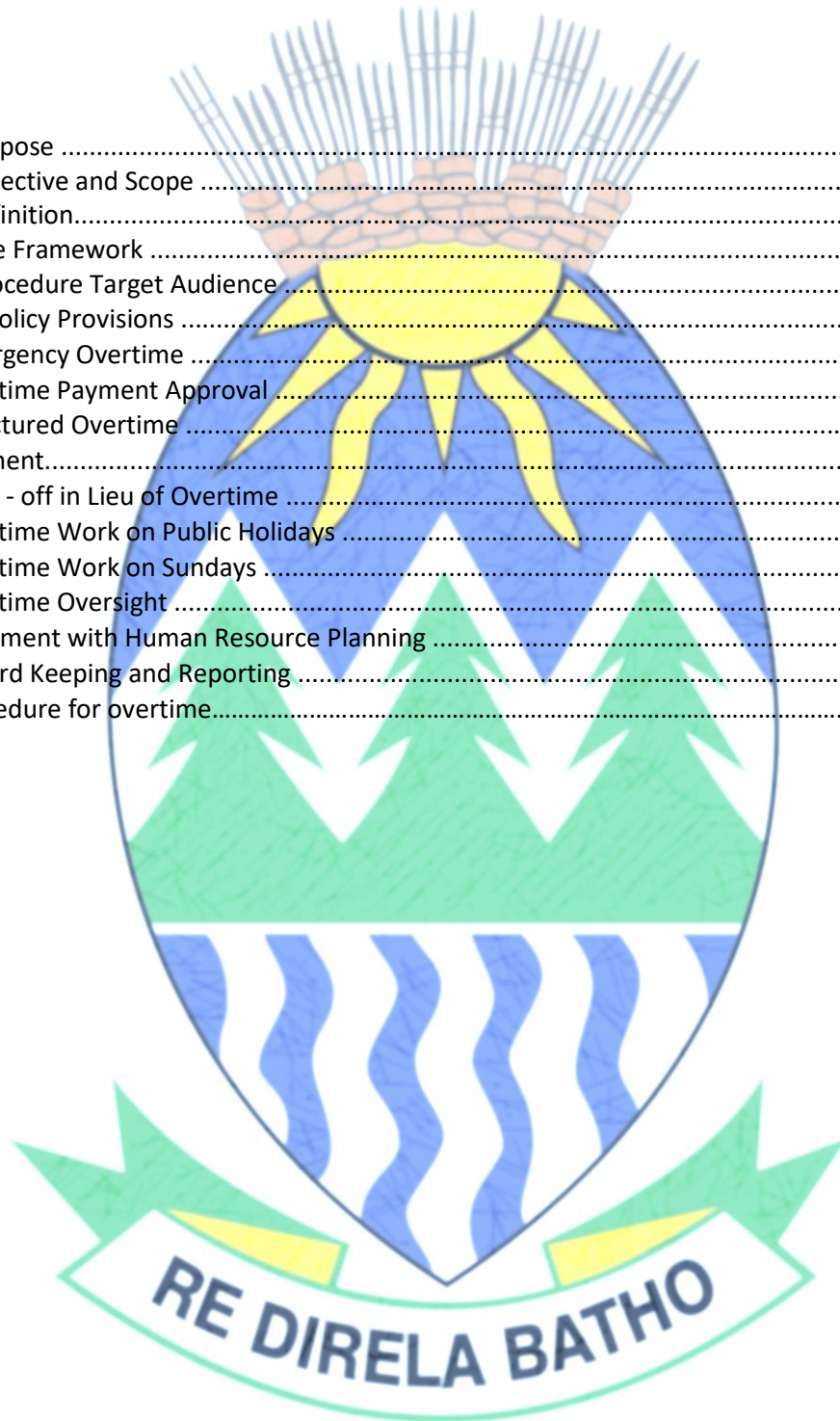


OVERTIME POLICY FOR EMPLOYEES

Contents

1	Policy Purpose	2
2	Policy Objective and Scope	2
3	Policy Definition.....	2
4	Legislative Framework	2
5	Policy/Procedure Target Audience	3
6	General Policy Provisions	3-6
6.1	Emergency Overtime	
6.2	Overtime Payment Approval	
6.3	Structured Overtime	
6.4	Payment.....	
6.5	Time - off in Lieu of Overtime	
6.6	Overtime Work on Public Holidays	
6.7	Overtime Work on Sundays	
6.8	Overtime Oversight	
6.9	Alignment with Human Resource Planning	
6.10	Record Keeping and Reporting	
7.	Procedure for overtime.....	



OVERTIME POLICY FOR EMPLOYEES

1 Policy Purpose

The purpose of this policy is to provide the guidelines regarding the overtime policy for employees of the municipality.

2 Policy Objective and Scope

The working of overtime is subject to very strict control measures and therefore only staff in a supervisory capacity who has been given written permission by his / her Director, shall be entitled to approve the performance of any overtime by subordinates. This authorisation shall be withdrawn in any suspected case of irregular or misuse thereof, without having to be given reasons for such withdrawal.

3 Policy Definition

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

“Emergency Overtime” means work that must be done without delay because of circumstances for which the Employer could not reasonably have expected to make provision and which cannot be performed by employees during their ordinary hours of work. Emergency work excludes the performance of routine maintenance work outside normal working hours.

“Structured Overtime” is defined as programmed / planned overtime determined / approved by the Employer and includes committee and official meetings of which minutes are to be kept, that continues or is scheduled after normal working hours.

“Earnings” refer to the basic salary for the post according to the SALGBC Wage Curve Collective Agreement.

“Threshold Earnings” refer to the regular annual remuneration of an employee before deductions such as income tax, pension and medical payments, but excluding similar contributions made by the Employer, subsistence and transport allowances, achievement awards and intermittent payments for occasional overtime.

4 Legislative Framework

This document is established within the framework of the following legislation and policies:
(Please consider latest legislative developments before applying the policy.)

The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)

Labour Relations Act, 65 of 1995

All collective agreements, as amended from time to time, concluded in the South African Local Government Bargaining Council [SALGBC]

Local Government Regulation GG37245 for the Appointment and Conditions of Employment of Senior Managers.

OVERTIME POLICY FOR EMPLOYEES

5 Policy/Procedure Target Audience

This policy apply to all municipal employees that qualify for overtime.

6 General Policy Provisions

The following sections reflect the provisions related to this policy.

6.1 Emergency Overtime

Employees performing work on a basis of emergency overtime (due to operational reasons) shall receive overtime, irrespective of his / her basic salary.

- An employee may for emergency reasons, be required to work overtime and any employee appointed into the services must accept it as part of his / her contract to this effect with Council.
- An employee may be required or allowed to work overtime for emergency purposes with the explicit approval of his / her appointed Supervisor.
- The Supervisor shall, however, record such approval at the Control Room of the Fire and Rescue Division, without delay where proper records of the call-out time and the completion time of the job shall be recorded in a log sheet.
- Written standing approval may, however, be granted by the relevant Director where justified by operational requirements.

In the event of emergencies and where prior approval could not be obtained, approval must be obtained within a reasonable time [municipality to determine].

6.2 Overtime Payment Approval

- Only Directors or his/her assignees may approve overtime payment.
- A full day's work [normal working hours and a lunch break of at least 30 minutes] must first be worked before such employee is eligible for overtime.
- Council can provide an employee with financial assistance to enable him / her to buy a meal limited to an amount as determined by the Municipal Manager [or his / her assignee] when an employee is expected to work overtime during an emergency situation and when such emergency overtime work continue for more than three hours after the employee's ordinary working hours.
- Disconnections / reconnections of services which might necessitate the working of emergency overtime shall be authorised in writing by the delegated official in the Financial Services Department.

OVERTIME POLICY FOR EMPLOYEES

6.3 Structured Overtime

An employee may be required by the Director or his / her assignee to work structured overtime as part of his / her contract of service.

6.4 Payment

Employees earning more than the overtime earnings threshold shall be given time off [in terms of the Basic Conditions of Employment Act] in lieu of structured overtime worked, subject to the further provision of this policy.

- The Director or his / her assignee and the employee involved, shall come to a prior agreement on the time off arrangements.
- Employees earnings less than the overtime earnings threshold, shall, subject to the further provisions of this policy, be remunerated on the prescribed basis for structured overtime worked or be given time-off in lieu of overtime worked if so agreed.
- Written standing approval may be granted where justified by operational requirements, by the relevant Director or his / her assignee.
- Only Directors or his / her assignee may approve structured overtime payment for his / her Directorate.
- A full day's work [normal working hours and a lunch break of at least 30 minutes] must first be worked before such employee is eligible for overtime.
- An employee may not be required or allowed to work for a longer period overtime than prescribed by the Basic Conditions of Employment Act.

6.5 Time - off in Lieu of Overtime

Application for leave / time-off in lieu of overtime shall be done on a prescribed application form.

- Leave / time-off in lieu of overtime cannot be encashed.
- Leave in lieu of overtime will lapse if not taken within two months; however, this may be extended to six months by the Municipal Manager [or his / her nominee] provided that an application for such extension is lodged within the said two months period.

6.6 Overtime Work on Public Holidays

Payment or time-off to eligible employees for overtime work on public holidays will be dealt with in terms of the Basic Conditions of Employment Act.

6.7 Overtime Work on Sundays

Payment or time-off to eligible employees for overtime work on a Sunday will be dealt with in terms of the Basic Conditions of Employment Act.

OVERTIME POLICY FOR EMPLOYEES

6.8 Overtime Oversight

Each Director is responsible and accountable to constantly monitor and review the provisions for overtime on his / her budget and to ensure that trends are noted early; funds are adequate; over expenditure is noted, justified and provided for timeously.

- It is the responsibility of each Director [or nominee] to update and maintain the information in the list.
- The Director must determine whether the information on the overtime form is accurate and correct before they authorize the form for payment.
- A monthly report on all overtime worked plus expenditure involved, shall be drafted by the Head: Expenditure and be tabled to the first monthly meeting of the Executive Management for scrutiny and corrective measures to be taken.
- The Pay Office or any other body or person authorizing overtime payment is responsible to ensure that all payments for overtime are duly authorized by the relevant Director.
- The Pay Office is specifically responsible to compare the overtime forms' signatures with the authorization list provided.
- Attendance registers, which should indicate starting and ending times, must be kept for all employees who qualify for overtime payment or time off in terms of this policy.
- Attendance registers serve as source documents to complete overtime sheets and shall correspond with the log sheets where applicable.
- Overtime worked must be reflected on the employee's attendance register / time sheet. Line managers and/or supervisors are responsible to monitor and sign attendance register / time sheets on a monthly basis.
- No overtime will be paid for attendance of functions / prize giving, etc., by personal invitation except in cases of compulsory attendance as an official representative of Council provided that such employee qualifies for time-off *in lieu* of overtime and provided further that such overtime is authorized in advance by the relevant Director.
- An employee acting in a higher position and receiving an acting allowance will be remunerated overtime for emergency work only at his / her current post level.

6.9 Alignment with Human Resource Planning

Overtime approvals must be aligned with Budget allocations, increase performance management. Care must be exercised to avoid approval of overtime due to the lack of competency of the specific staff member. Continuous overtime of competent staff can be an indication of unfair workload allocations.

OVERTIME POLICY FOR EMPLOYEES

6.10 Record Keeping and Reporting

Record must be kept of overtime worked, and relevant data should be collated and analysed to determine trends. This information must be reported to develop improvement in workload allocations that can maintain the required service delivery objectives and outputs.

7. Procedure for overtime

- i) Overtime must be applied for by the relevant supervisor, and approved by the Director concerned for an employee to work overtime by means of a memorandum. It has to be attached to the Overtime claim form. In an event where an employee worked overtime due to an emergency, ex post facto report must done.
- ii) The overtime claims must be submitted to the HR Division for verification and processing of payments thereof.
- iii) Submissions made after the due date will not be processed and shall be processed in the next month.

8. Policy review

The policy shall be reviewed after three years

