



DEPARTMENT OF AGRICULTURE

**Policy on Remunerative Work Outside Public
Service**

REF: S.7/1

2015 Revised Edition

Date of approval: 10 July 2015

Recommended by:



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Head of Department
(Maisela, RJ)

2015-06-24

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Date

Approved by:



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Hon MEC for Agriculture
(Matshoge, BAJ)

10/7/2015

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Date

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1. Acronyms and abbreviations

DPSA	Department of Public Service and Administration
EA	Executive Authority
HOD	Head of Department
HRM	Human Resource Management
LDA	Limpopo Department of Agriculture
MEC	Member of the Executive Committee
MPSA	Ministry of Public Service and Administration
PSC	Public Service Commission
PSR	Public Service Regulations
RSA	Republic of South Africa
RWOPS	Remunerative Work Outside the Public Services

2. Executive summary

This policy addresses all matters regarding remunerative work of government employees outside government and give specific guidelines in this regard. It aims at managing the conduct and behaviour of employees and the legal framework within which this policy is operating is indicated. The scope of application, review conditions as well as termination of the policy is specified. The purpose and objectives of the policy is discussed and the policy statements are set out very clearly.

3. Introduction

The Limpopo Department of Agriculture is operating within the boundaries of the South African Government and is therefore committed to further the goals of the National Government as far as employment is concerned. This policy is therefore addressing matters regarding remunerative work done by all employees which fall outside the scope of their normal duties at the LDA.

4. Purpose and objectives

The purpose is to give guidelines on how employees, who wish to perform remunerative work outside their employment in the LDA, can get approval. It also determines the conditions under which the Executive Authority should grant or not grant the permission to perform remunerative work outside the public service. It also aims to manage employee's conduct and their activities.

The objectives are as follows:

- a) To promote clean and good ethics within the LDA.
- b) To outline conditions under which an employee given permission to conduct outside remunerative work, shall operate.
- c) To make provision for potential or existing employees with scarce skills to be retained in the department, whilst still maintaining other work interests for professional growth and development.

5. Authority of the policy

This Policy is issued under the authority of both the Member of the Executive Council for Agriculture as Executive Authority of the LDA and the Head of Department as the Accounting Officer of the LDA.

6. Legal framework

The policy was developed within the legal framework set by the following Acts/legislation:

- Constitution of the Republic of South Africa, 1996
- Public Service Act, 1994 as amended
- Public Service Regulations, 2001
- Senior Management Service Handbook, January 2003
- Public Finance Management Act, Act no 1 of 1999
- Basic Conditions of Employment Act, no 75 of 1997
- Explanatory Manual on the Code of Conduct for the Public Service 2002
- Labour Relations Act.

7. Scope of the policy

This policy is applicable to all employees in the Limpopo Department of Agriculture.

8. Definitions

Department: Limpopo Department of Agriculture

Component: Branch/Sub-Branch/Division/Sub-Division/Sub-Section concerned.

9. Policy pronouncements

- a) An employee shall not engage in any transaction or action that is in conflict with or infringes on the execution of her or his official duties.
- b) Every employee who wishes to undertake remunerative work outside his/her employment of the LDA shall apply for approval from the Member of Executive Council no later than 30 days after the establishment of the business or involvement in the business. The

applicant must, however, give full and clear details as acquired in the new application form.

- c) No facilities of the LDA, for example telephones, photocopy machines, cameras, printers, computers, laptops, etc, shall be utilized for outside work interests.
- d) An employee shall not use the persons or companies that normally render services to the LDA as his or her clients.
- e) Information, including confidential information systems of the LDA may not be utilized for outside work purposes.
- f) Where approval has been granted, remunerative work may not exceed 20 hours per week. These 20 hours should take place after 16h30 or on weekend or vacation days.
- g) The MEC or official authorized thereto may at his or her discretion, giving reasons, withdraw the approval of such work.
- h) If the nature of the remunerative work outside the Public Service requires daylight office hours, application can be made by an employee for reduced public service work hours and the related reduced salary notch.
- i) All employees who have registered Companies or Closed Corporations shall fill in disclosure forms. Registering a company implies an intention to generate income, and they should also ensure that their information with CIPRO is updated.
- j) If the employee terminates his/her employment for the Limpopo Department of Agriculture, the cooling off period direct/indirect is one (1) year.
- k) Any employee who fails to seek approval or disclose of any remunerative work outside the Public Service or when disclosing wilfully, provides incorrect or misleading details is guilty of misconduct and shall be subject to an internal disciplinary process.
- l) Any permission that will be granted will remain valid until withdrawn in writing by the Department. Annual applications will not be needed.

10. Default / deviations from the policy

Since it is the intention of the policy to address the matter of remunerative work outside the LDA on a fair basis, it will be an infringement of the policy to deviate from the policy. Therefore no deviations from this policy will be allowed.

11. Inception date

The date of approval is also the inception date of this policy.

12. Termination and review conditions

The policy shall be reviewed after every three years or as and when a need arise or required by legislative changes with the permission of the Hon MEC.

13. Enquiries


All enquiries should be directed towards:

Human Resources, Limpopo Department of Agriculture, Private Bag X9487,
POLOKWANE, 0700.

Tel: 015 294 3000

Fax: 015 294 4505

Recommended by:


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Head of Department

(Maisela, RJ)

2015-06-24
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Date

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2015/8/11
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Date