



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
SPORT, ARTS AND CULTURE

## OVERTIME POLICY

<b>Policy Name</b>	<b>OVERTIME POLICY</b>
<b>Domain</b>	<b>Human Resource Management</b>
<b>Approval date</b>	<b>15/09/2015</b>
<b>Review date</b>	<b>09/2018</b>

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## **1. ACRONYMS AND ABBREVIATION**

MEC	Member of Executive Council
HOD	Head of Department
HRM	Human Resource Management
SMS	Senior Management Services

## **2. INTRODUCTION**

This policy will be utilized to regulate employees, embarking on an overtime work for the Department of Sport, Arts and Culture.

## **3. PURPOSE OF THE POLICY**

. The purpose of this agreement is to-

- a) Provide a framework for the compensation of employees for additional duties they perform in specific circumstances in excess of their prescribed hours of work by order of an Executing Authority or Executing Authority's delegate;
- b) Regulate the performance of overtime duty and the condition under which remunerative overtime should be performed; and
- c) Generally regulate all issues pertaining to overtime in the Provincial Administration.

## **4. AUTHORITY OF THE POLICY**

This policy is authorized and issued by the MEC for Limpopo Provincial Department of Sport, Arts and Culture. The policy resides with the HRM sub-branch, which is responsible for its implementation and monitoring.

## **5. LEGAL FRAMEWORK**

- a) Basic Conditions of Employment Act, 1997( Act No. 75 of 1997)
- b) Labour Relations Act, 1995(Act No. 66 of 1995);
- c) Public Service Co-ordination Bargaining Council(PSCBC) Resolution No. 3 of 1999;
- d) Public Service Act, 1994 (Proclamation no. 103 of 1994); and
- e) Public Service Regulations, 2001.

## **6. SCOPE OF APPLICATION**

This agreement shall apply to all employees in the Provincial Administration who are employed in terms of r the Public Service Act 1994(Proclamation No. 103 of 1994), as amended; and fall within the registered scope of the Coordinating Chamber of the PSCBC in the Limpopo Province

## 7. DEFINITION OF TERMS

7.1 In this Policy, unless the context indicates otherwise-

**“day of rest”** means –

- (a) a Sunday or a public holiday in the case of an employee who normally does not work on such a day;
- (b) in case of an employee who normally works on a Sunday or public holiday, such other day the employee is normally released from duty;
- (c) **“Night overtime work”** means overtime an employee performs between 20H00 and 06H00;
- (d) **“Overtime work”** means additional official work an employee performs in excess of the employee’s normal working hours;
- (e) **“Remunerative overtime”** means compensation for additional official work that an employee performs under specific circumstances in excess of the employee’s normal working hours by order or permission of the Executing Authority or Executing Authority’s delegate. Compensation can be monetary, time off or any other compensatory measure that the Executing Authority or the Executing Authority’s delegate may deem appropriate and reasonable;
- (f) **“Sunday overtime work”** means additional official work that an employee performs on a Sunday or public holiday if the employee does not normally work on such a day; and
- (g) **“This Policy”** means the Provincial Overtime Policy.

## 8. POLICY PRONOUNCEMENTS\PRINCIPLES

### COMPENSATION FOR OVERTIME WORK

The employer may grant an employee time off equal to the time worked or compensate authorized overtime work by paying an employee in case of -

- (a) Sunday overtime work, two times the employee’s normal hourly remuneration;
- (b) Ordinary overtime work, one and one third times the employee’s normal hourly remuneration; or
- (c) Night overtime, two times the employee’s normal hourly remuneration.

### 8.1. CONTROL OF REMUNERATIVE OVERTIME WORK

**8.1.1.** In order to exercise proper control on remunerative overtime work,

The supervisor must -

- (a) Minimize overtime work;
- (b) Ensure that there are adequate supervision and control measures at all times during the performance of remunerative overtime work in order to ensure high productivity;
- (c) Review the authorization for overtime when the employee reaches the time frame or limit of overtime in order to avoid exceeding the amount or time allocated;
- (d) Postpone overtime work for trifling periods;
- (e) Ensure that overtime remuneration is cost-effective;
- (f) Keep records of all overtime work;
- (g) Keep and monitor an attendance register and ensures that employees and the supervisor duly sign;
- (h) Make funds available to finance the expenditure that will be incurred as a result of the approval of rendering remunerative overtime work;
- (i) Ensure that employees are not employed on overtime work to such an extent that the overtime work adversely affects the quantity and quality of work employees perform during normal working hours;
- (j) If possible employees perform all overtime at the employee's normal place of work; and clearly motivate reasons for remunerative overtime work.

**8.1.2** In order to improve control, the supervisor must determine in advance the number of hours for overtime that an employee has to perform each day and, as far as possible, set production targets.

**8.1.3** The Senior Manager responsible for Human Resources in a Department must quarterly provide the Head of the Department with information regarding the number of hours for authorized overtime work employees have performed and expenditure involved; employees in the Senior Management System - May not request or claim remunerative overtime Work, unless approved by the Executing Authority or Executing Authority's delegate, provided that it is in the national or international interest.

**8.1.4** Management must in this respect make a submission in writing; must before requesting authority for overtime work, consider employees who will work overtime on an individual basis according to the merit of each case; consider the numbers and

ranks of the employees who will be required to perform overtime work; and must make an estimation of the duration of and the costs involved in the overtime work.

## 9. DEFAULT

Failure to comply with the provisions of this policy shall be dealt with in terms of the Public Service Disciplinary Code and Procedures, as amended.

## 10. INCEPTION DATE

The policy shall come into effect on the first date of the month following the month which the Executing Authority approved it.

## 11. TERMINATION AND REVIEW CONDITIONS

This policy shall be amended, after three years (3) or when there are major policy changes in government and will follow the initial policy development processes

## 12. ENQUIRIES

Enquiries with regard to any issues regarding this policy should be directed to the Senior Manager HRM.

### **Recommended/~~Not Recommended~~**

  
\_\_\_\_\_  
**HEAD OF DEPARTMENT**

2015/09/15  
\_\_\_\_\_  
**DATE**

### **Approved /Not Approved:**

N. Ndlovu  
\_\_\_\_\_  
**MEMBER OF EXECUTIVE COUNCIL**

27/01/2016  
\_\_\_\_\_  
**DATE**