

VERSION 1
OVERTIME POLICY

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DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



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1. INTRODUCTION

Limpopo Department of Transport and Community Safety aims at providing best practice regarding effective overtime management.

Overtime is only assigned in cases where the responsible manager is convinced that remunerative overtime is essential in order to meet established schedules or deadlines due to issues such as shortage of staff, emergencies or unforeseen circumstances and not due to negligence of work by an employee in order to perform overtime.

Request for authorization of overtime work shall be made to Head of department or delegated official in writing prior to the performance of overtime work.

A framework will be provided to:

- i. Describe the overtime rates to be used to compensate employees who performed overtime work.
- ii. Provide control mechanism on the performance of overtime by employees.

2. PURPOSE

To provide guidelines for compensating employees for additional duties which they perform in specific circumstance in excess of the hours of work per week or month that an employee has contracted to work.

3. OBJECTIVES

The objectives of the policy document are as follows:

- a) To determine conditions under which the department shall provide compensation for overtime work.
- b) To outline the procedure for working and claiming for overtime.
- c) To determine the kind and limit of compensation the Department shall provide
- d) To outline categories of employees to whom the Department shall not provide compensation for overtime.

4. AUTHORISATION

This policy is issued under the authority of the Member of Executive Council Authority and the Head of the Department as the Accounting Officer for Department of Transport and Community Safety.

The policy derives from the prescripts listed below :-

- 4.1 Public Service Act, Act no.103 of 1994 (as amended).
- 4.2 Basic Condition of employment Act, Act no.75 of 1994.
- 4.3 Public Service Co-ordinating Bargaining Council, Resolution No 3 of 1999.
- 4.4 Public Service Co-ordinating Bargaining Council, Resolution No 1 of 2007.
- 4.5 The Public Service Regulations, 2016.

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5. SCOPE OF APPLICATION

The provision of this policy shall apply to all employees of the Department of Transport and Community Safety.

6. POLICY PRONOUNCEMENT

Remunerated overtime duty is to compensate employees for additional duties, which they perform in specific circumstances in excess of their normal working hours. The department may provide compensation through time off or additional pay.

7. CONDITIONS FOR OVERTIME COMPENSATION

In accordance with this policy, conditions for overtime shall follow guidelines outlined below:-

- a) No supervisor shall allow employees who are on leave to perform overtime duties, in cases where such employee renders essential services and his /her service are needed while on leave, the leave shall be cancelled.
- b) Employee who belong to the SMS (Senior Management Services) shall not be compensated for overtime.
- c) Department shall provide compensation of overtime only when the Head of the Department or delegated official has authorized in writing the performance of overtime work.

- d) Overtime will be payable based on the employee's actual salary notch, provided the notch does not exceed the minimum notch of salary level 8 (eight) per annum. The employees whose salary notch is higher than a salary level 8 will only be allowed to claim using the minimum notch for salary level 8, which is subjected to change with effect from 1st July each year due to annual general salary adjustment as determined by DPSA (Department of Public Service and Administration).
- e) In order to limit expenditure, overtime should be utilized mainly during normal overtime hours before considering Sundays and Public holidays.
- f) An employee may not be required or permitted to work more than three hours overtime a day or ten hours overtime a week except in exceptional circumstances with the concern of the employee involved.

g) When considering overtime duty the responsible manager will take into account the following:

- i. The circumstances, which necessitated the performance of overtime duty.
- ii. The number of overtime hours performed per month does not exceed 30% of the employee's monthly basic salary.

- i. Paying the employee concerned 1.5 times basic salary of the employee.
- b) The department will compensate authorized normal work by:

9.2 NORMAL OVERTIME

- ii. Employees who are normally required to work on Saturday, Sunday and public holidays as part of their normal work will be remunerated in line with overtime payment formula as determined by DPSA.
- i. Paying the employee concerned to whom weekend and public holidays is not part of their normal working day, two times basic salary of the employee.
- a) The department will compensate authorized Sunday work by:

9.1 SUNDAY OVERTIME

Any under or overpayment as result of an adjustment of his/her salary retrospectively should be rectified and all the affected overtime payments will be recalculated by PERSAL system programmatically and adjusted accordingly.

The employee's annual pensionable salary notch at the time of the performance of the overtime duty should be used, provided that it shall not be higher than a basic salary minimum/entry notch of level 8.

9. CALCULATION OF OVERTIME REMUNERATION

- 8.3. The standby allowance shall not affect or be affected by a payment for overtime due to the employee.
- b) If the employee was on authorized standby duty, the time spent on the journey counts as overtime work.
 - i. The journey counts as an official journey, but
 - ii. The time spent on the journey does not count as overtime work
- a) If the employee was not on authorized **standby duty**:

8.2. In order to perform authorized overtime an employee may travel from home to his/her work or from the normal workplace to home at a time when he/she would not travel. In this case :

As far as possible, that employees travel to and from work at a time when public transport is available or in case where there is no public transport and there are safety risks to the employees, the department shall provide transport.

- c) As far as possible, that employees travel to and from work at a time when public transport is available or in case where there is no public transport and there are safety risks to the employees, the department shall provide transport.
- b) Periods for rest and meals; and
- a) Fair and acceptable limits, on extent of overtime;

8.1. If the Head of the Department authorize overtime, he/she shall ensure:

8. REST , MEAL BREAKS AND TRAVEL

- iii. The estimated duration of overtime duty.
- iv. The estimated expenditure of the planned overtime.

10. CONTROL MEASURES FOR REMUNERATED OVERTIME

10.1. The responsible manager must ensure that:

a) Overtime is minimized and justified and shall not be used as a supplementary salary.

b) There is adequate control of remunerated overtime duty, either through supervision or by control of output.

c) Overtime is managed effectively and remuneration is cost effective.

d) Availability of funds.

e) The performance of overtime work must complement the same quality of work performed during normal hours.

f) The overtime register is signed by employees at the starting and the knock-off time and controlled by the supervisor in charge.

g) Claims outstanding or not submitted for longer than ninety (90) days will be forfeited.

h) When overtime is utilized to address backlogs, the circumstances and impact of the work to be done should be thoroughly considered as well as the output thereof before approval to perform overtime duty is granted.

10.2. The Head of the Department or his/her delegate must approve in writing the proposed overtime before employees can perform overtime duty.

10.3. The approved submission must be submitted to Chief Financial Officer to allocate authority number and Human Resource Management for capturing the authority number on PERSAL system.

11. CLAIMS FOR PAID OVERTIME DUTY

a) Each employee who worked authorized overtime should complete an overtime claim form.

b) The claim form must be signed by the relevant responsible manager/program manager.

c) The claim form must be submitted to Finance section for processing.
d) The payment will be processed on PERSAL and paid into the employee's bank account.

12. MONITORING EVALUATION AND REPORTING

This policy is in line with the legal framework of the Public Service and should be adhered to by all employees. All approvals pertaining to authorized overtime will be filed in the relevant files and kept safely as the Departmental Records for audit purpose. Depending on the needs or policy requirements, reports on overtime shall be compiled either monthly, quarterly or annually.

13. POLICY REVIEW

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

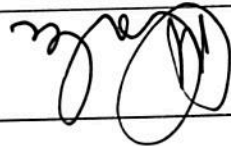
14. INCEPTION DATE

The inception date of this policy will be within 30 days after the approval by the Executive Authority.

15. ENQUIRIES

Enquiries regarding this policy, should in the first instance be directed to the directorate Human Resource Management.

MEMBER OF EXECUTIVE COUNCIL

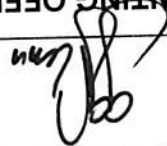


DATE

30/03/2021

~~APPROVED / NOT APPROVED~~

ACCOUNTING OFFICER



DATE

19/3/21

~~RECOMMENDED / NOT RECOMMENDED~~