



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
ROADS AND TRANSPORT**

## **OVERTIME POLICY**

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## **1. PURPOSE**

To compensate an employee through time off or additional pay if, he/she is expressly required to work in excess of the hours of work per week or month that an employee has contracted to work.

## **2. AUTHORISATION**

Part VII (Paragraph 3.1) of PSCBC Resolution No.3 of 1999; and Part V (Paragraph D.2 (b) of the PSR 2001 mandates the development of a Departmental Policy on overtime.

Basic Conditions of Employment Act, 1997 (section 10).

## **3. SCOPE OF APPLICATION**

- 3.1.** An employee who does not belong to the SMS may be compensated for overtime work.
- 3.2.** An employee who is a member of the SMS may be compensated for overtime only in exceptional cases.
  - 3.2.1.** The compensation for the overtime constitutes one percent or less of the salary bill on the relevant salary level.
  - 3.2.2.** The SMS member is expressly requested by his/her Executive Manager (EM) in writing and it is approved by the MEC prior to the performance of overtime.
  - 3.2.3.** The relevant EM should motivate clearly in the written request for approval of overtime, why he/she is of the opinion that the SMS member should be compensated for such overtime.
  - 3.2.4.** Particulars regarding the number of hours involved as well as the expenditure must be included in the motivation.
  - 3.2.5.** A member of the SMS shall not authorize overtime for herself or himself.

## **4. CONDITIONS FOR COMPENSATED OVERTIME WORK.**

- 4.1. Circumstances under which a supervisor may authorize overtime work for an employee:**
  - (a) Managers should only authorize compensated overtime when their components have to take on additional tasks for a period of time. This could be because of vacancies, transformatory projects and/ or short term requirements due to changes in circumstances.

- (b) Overtime should not be allowed when employees have to attend courses, when employees perform work voluntarily during a period of leave, and/or when a manager thinks that an employee deserves a higher salary.
- (c) 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.

#### **4.2. Compensation: payment or time off.**

- (a) Unless a specific agreement is concluded with an individual or collectively, the Department must provide paid compensation for overtime. Managers should agree on time off if an employee wants to, or if funds are limited.
- (b) The employer shall compensate authorized normal overtime by paying the employee concerned one and one third times his/her normal hourly remuneration or granting him/her time off equal to time worked.
- (c) The employer shall compensate authorized Sunday (or a Public Holiday or overtime worked between 20:00 and 06:00) work by paying the employee concerned two times his/her normal hourly remuneration or granting time off equal to the time worked.
- (d) The employer shall compensate authorized overtime by paying the employee concerned a fixed monthly overtime allowance to compensate for overtime if:
  - (i) The employee performs reasonably similar amounts authorized overtime, Sunday work from month to month, and
  - (ii) The employee agrees in writing.

The allowance shall equal the average monthly compensation the employee received for overtime in the six months preceding the establishment of the allowance. Authorisation for a fixed monthly overtime allowance should be obtained for every new financial year and will only be valid for a period of 12 months.

#### **4.3. Procedure to obtain approval for paid overtime**

- (a) Responsibility manager should, if he/she is convinced that remunerative overtime is justified, draft a submission to request approval in this regard. If the period of overtime falls in two financial years, a separate submission should be drafted for each financial year.

- (b) The authority to approve remunerated overtime is vested in the Programme Manager.
- (c) The Deputy Director: Personnel (Section: Human Resources) must be informed by the Programme Manager of all the authorized overtime. The approved submission must be submitted before paid overtime is performed, to feed this information into PERSAL timeously.

#### **4.4. Control measures for remunerated overtime**

- (a) Responsibility managers should ensure that:
  - (i) Overtime work is minimized.
  - (ii) There is adequate control of remunerated overtime duty, either through supervision or by control of outputs.
  - (iii) Remunerated overtime duty is not authorized for trifling periods.
  - (iv) Overtime remuneration is cost-effective.
  - (v) Record of all overtime duty is kept in an overtime register (overtime register attached as annexure A).
  - (vi) Register must be signed by employee at the starting and the knock-off time and controlled by the supervisor in control.
  - (vii) Funds are available to finance expenditure.
  - (viii) Staff are not employed on overtime duty to such an extent that the quality and quantity of work (productivity) performed during normal hours of attendance as well as during periods of overtime duty are adversely affected.
  - (ix) All overtime, as far as possible, be performed at the employee's normal place of work.

b. In order to improve control, the responsibility managers must define before hand the number of hours overtime duty to be performed each day, and as far as possible, set production targets and/or aims as criteria.

#### **4.5. Procedure to obtain approval for time off in respect of overtime.**

- (a) The supervisor should, if he/she is convinced that time off is justified, obtain written approval from the relevant manager in this regard.

- (b) The Manager: Personnel (Section: HR) must be informed by the relevant manager of all the authorized overtime for which time was given off to employees, for statistical/reporting purposes.

#### **4.6. Control measures for time off in respect of overtime**

- (a) Managers should ensure that:
  - (i) Overtime work is minimized.
  - (ii) There is adequate control by the relevant supervisor of overtime performed by control of outputs.
  - (iii) Overtime is not authorized for trifling periods.
  - (iv) Staff are not employed on overtime duty to such an extent that the service delivery during normal hours of attendance are adversely affected.
  - (v) Time off should be managed in such a way that the time off is utilized within one month (30 days) of the employee being entitled to it.

#### **4.7. Claims for paid overtime duty**

- (a) Each employee who worked authorized overtime should complete an overtime claim form.
- (b) The claim form must be submitted through the Manager: Personnel (Section HR).
- (c) The payment will be processed on PERSAL and paid into the employee's bank account within seven days of process.
- (d) The Section: Finance will submit a payment slip to the relevant employee.

### **5. GENERAL**

#### **5.1. Rest, meal breaks and travel.**

##### **5.1.1. If the Programme Manager authorized overtime, he/she shall ensure:**

- (a) Fair and acceptable limits on the extent of overtime.
- (b) Periods for rest and meals, and
- (c) As far as possible, that employees travel to and from work at a time

when Public Transport is available.

**5.1.2.** Overtime shall generally include periods:

- (a) Provided for rest and meals, and
- (b) When an employee must stay at her or his place of work but cannot actually work due to circumstances beyond his or her control.

**5.1.3.** In order to perform authorized overtime, an employee may travel from home to his/her normal place of work or from the normal work place to home at time when he/she usually would not travel. In this case;

- (a) if the employee was not authorized standby duty,
  - (i) the journey counts as an official journey, but
  - (ii) the time spent on the journey does not count as overtime work and
- (b) If the employee was on authorized standby duty, the time spent on the journey counts as overtime work.

**5.1.4.** If, in order to perform authorised overtime, an employee must travel to a place other than her or his normal place of work, the time spent on the journey shall count as overtime work.

**5.1.5.** The department shall consider providing assistance to employees who are required to perform remunerated overtime duty in cases where there is no Public Transport available and there are safety risks to the employees.

**5.1.6.** If the programme manager requires an employee in writing to work paid overtime on a Sunday or Public Holiday, and if the employee does not normally work on such days:

- (a) the employee concerned has to be compensated two times her/his normal hourly remuneration or
- (b) be granted time off equals to the time worked.

**5.1.7. NORMAL OVERTIME**

- (a) The Programme Manager shall ensure compensation for normal overtime when he/she
  - (i) has required an employees, in writing, to perform official duties for more hours than the employee's normal working hours during a week, but
- (b) Such a programme manager shall compensate authorised normal Overtime by:
  - (i) paying the employee concerned one and one third times her or his

normal hourly remuneration, or

- (ii) granting the employee time off equal to time worked.

#### **5.1.8. Night overtime**

The Programme Manager shall provide compensation for night overtime when he or she:

- (a) has required an employee, in writing, to perform paid overtime between 20:00 hours and 6:00 hours, and
- b) the employee does not normally work at night.

#### **5.1.9. The Programme Manager shall compensate authorized night overtime by**

- (a) paying the employee concerned two times her or his normal hourly remuneration, or
- (b) granting the employee time off equal to the time worked.

#### **5.10. Overtime allowance**

- (a) the Programme Manager may pay an employee a fixed monthly allowance to compensate for overtime if
  - (i) the employee performs reasonably similar amounts of authorised overtime, Sunday work or night overtime from month to month, and
  - (ii) the employee agreed in writing.
- (c) the allowance shall equal the average monthly compensation the employee received for overtime in the six months preceding the establishment of the allowance.
- (d) Overtime for chauffeurs will be regulated as per provisions of the Role Playing Post.

### **6. MONITORING EVALUATION AND REPORTING**

- 6.1. All approvals pertaining to authorised overtime will be filled in relevant files and kept safely in the Section: Finance for audit purposes.
- 6.2. Annual reports and statistics will be compiled by the Section: HR for the period 1 April- 31 March of each year and forwarded to the Corporate



Manager during April of each year.

- A. Overtime register (paid overtime).
- B. Overtime register (time off).
- C. Overtime claim form for payment.

**CONSULTATION ON THE OVERTIME POLICY AGREED AND SIGNED AT  
POLOKWANE ON THE 11TH DAY OF JULY 2002**

**ON BEHALF OF THE EMPLOYER**

	<b>NAME</b>	<b>SIGNATURE</b>
<b>EMPLOYER REPRESENTATIVE</b>		

**ON BEHALF OF TRADE UNION PARTIES**

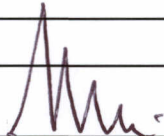
<b>UNIONS</b>	<b>SURNAME &amp; INITIALS</b>	<b>SIGNATURE</b>
<b>DOAWA</b>		
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<b>NEHAWU</b>		
<b>PSA</b>		
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**7. POLICY REVIEW**

The policy will be reviewed annually or when necessary.

**ENDORSED**

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**Head of Department**

18/02/09  
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**Date**

Note: This policy document is a blue print of the original policy that was approved by Head of Department Ben Mehale. (No date)