



**DEPARTMENT OF PUBLIC SERVICE  
AND ADMINISTRATION**

**OVERTIME  
POLICY**

APPROVED BY THE DIRECTOR-GENERAL: DPSA  
DATE:

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1. **PREAMBLE**

The Department of Public Service and Administration is committed to comply with the PSCBC Resolution 3 of 1999 and the Basic Conditions of Employment Act and hence the need for a written departmental policy on overtime to guide the Executing Authority in compensating employees.

A framework will be provided to:

- 1.1 Monitor overtime for efficient outputs and value for money.
- 1.2 Describe the overtime rates to be used to compensate employees who performed overtime work.
- 1.3 Provide control mechanism on the performance of overtime by employees.

2. **PURPOSE**

To regulate the performance and compensation of employee through time off or additional pay where 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.

3. **OBJECTIVES**

- 3.1 To provide guidance in the performance of overtime work by DPSA employees as provided for in the Basic Conditions of Employment Act (Act no: 75 of 1997) as amended.
- 3.2 To set out common procedures for compliance regarding the working of Overtime.

4. **PRINCIPLES**

The following principles underpin the development and implementation of this policy:

**Objectivity** - Each submission/request for overtime would be dealt with on its merit.

**Value for money** – Adequate control of remunerated overtime duty.

**Transparency** - Projects/assistance with regard to overtime work should be distributed/requested fairly/evenly among the different directorates/sections/sub units etc.

**Accountability** – Responsibility Managers should be able to account for money spent on overtime.

## 5. AUTHORISATION

- 5. 1 Public Service Act
- 5. 2 Basic Conditions of employment Act, 1994.
- 5. 3 Part VII (Paragraph 3.1) of Public Service Co-ordinating Bargaining Council (PSCBC) Resolution No. 3 of 1999
- 5. 4 Par. 9 of PSCBC Resolution 1 of 2007
- 5. 5 Part V (Paragraph D.2 (b)) of the Public Service Regulations 2001

## 6. SCOPE OF APPLICATION

This policy applies to employees who:

- 6.1 are employed in terms of the Public Service Act, 1994 (Proclamation No.103 of 1994); as amended and
- 6.2 fall within the registered scope of the PSCBC, other than employees who are members of SMS whose management of performance is separately provided for.

## 7. CONDITIONS FOR COMPENSATED OVERTIME WORK

### 7.1 **General:**

An employee may only be compensated for overtime work if:

- 7.1.1 written authorization has been provided for in advance for the work;
- 7.1.2 The employee has agreed to such overtime;
- 7.1.3 Except in exceptional circumstances provided for in par.4.2.3, the monthly compensation for overtime constitutes less than 30% of the employee's monthly salary.

### 7.2 **Circumstances under which a supervisor may authorise overtime work for an employee:**

- 7.2.1 Managers should only authorise compensated overtime when their components have to take on substantial additional tasks for a period of time e.g. when there are vacancies, transformatory projects and/or short term requirements due to changes in circumstances.
- 7.2.2 Overtime should not be allowed when employees have to attend courses, when this is necessary employees perform work voluntarily during a period of leave.
- 7.2.3 An employee may not be required or permitted to work more than three hours overtime a day or ten hours overtime a week.

7.2.7 Any deviation from this policy must be motivated and submitted to the DG for approval.

### **7.3 Payment rates:**

7.3.1 Unless a specific agreement is concluded with an individual or collectively, the Department must provide paid compensation for overtime without the option of granting time off.

- The basis for the calculation of overtime worked shall be the actual salary notch of the employee provided that it shall not be higher than the basic salary for L8 per annum.
- $T = \text{Basic salary} \times 7 \text{ divided by } 40 \text{ divided by } 365$

7.3.2 Normal overtime: Formula =  $C \text{ (hours worked)} \times 1.5 \times T$

7.3.3 Sunday (or a Public Holiday) Formula =  $C \times 2 \times T$

7.3.4 On recommendation by the Responsibility Manager and approval by the CFO, the employer shall compensate authorised overtime by paying the employee concerned a fixed monthly overtime allowance to compensate for overtime if:

- The employee performs reasonably similar amounts authorised overtime or Sunday work from month to month, and
- 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.

### **7.4 Shift System/Roster**

7.4.1 Pay for Ordinary work on a Sunday

- i if an employee is required to work an ordinary shift on a Sunday, the Executing Authority must pay the employee for such ordinary work on a Sunday 1.5 x the employee's basic salary. In other words, the category of staff concerned is shift workers who in terms of their roster have to perform their ordinary work on a Sunday.
- ii The additional pay due to the above-mentioned employees must be calculated according to the following formula:

$$[A \div 2 \times B] \div 365$$

Where

**A** is equal to the basic salary notch per annum of the employee concerned.

**B** is equal to the number of Sundays the employee ordinarily worked in a month.

- iii If the shift worked by the employee falls on a Sunday and another day, the whole shift is deemed to have been worked on the Sunday, unless, the greater portion of the shift was worked on the other day, in which case the whole shift is deemed to have been worked on the other day.

#### 7.4.2 Pay for ordinary work on public holidays

- I If a Public Holiday falls on a day which an employee ordinarily works the Executing Authority must pay the employee 2x his or her basic salary, without the option of granting time-off. In other words, the category of staff concerned is shift workers who in terms of their rosters have to perform their ordinary work on a Public Holiday.
- ii The **additional pay** due to the above-mentioned employees must be calculated according to the following formula:

$$[A \div 1 \times B] \div 365$$

Where-

A is equal to the basic salary notch per annum of the employee concerned.

B is equal to the number of Public Holidays the employee ordinarily worked in a month.

- iii If the shift worked by an employee falls on Public Holiday and another day, the whole shift shall be deemed to have been worked on the Public Holiday, but if the greater portion of the shift was worked on the other day, the whole shift shall be deemed to have been worked on the other day.

#### 7.4.3 Night Work

- i. Night work in the DPSA shall be deemed to be work performed between 18:00 to 06:00 the next day.

**8. PROCEDURE TO OBTAIN APPROVAL FOR PAID OVERTIME:**

- 8.1 The Responsibility Manager should, if he/she is convinced that remunerative overtime is justified, draft a submission to request approval from the Programme Manager. If the period of overtime falls in two financial years, approval should be obtained separately for each financial year.
- 8.1 In order to improve control, the responsibility managers must define before hand the number of hour's overtime duty to be performed each day, and as far as possible, set production targets and/or aims as criteria.
- 8.2 The authority to approve remunerated overtime is vested in the Programme Manager.
- 8.3 The Deputy Director: HRP A must be informed by the Programme Manager of all the authorised overtime. The approved submission must be submitted before paid overtime is performed, to feed this information into PERSAL timeously.
- 8.4 The PERSAL authorisation will be communicated to the section: Finance, to be able to process claims of employees.

**9. CONTROL MEASURES FOR REMUNERATED OVERTIME**

- 9.1 Responsibility managers must ensure that –
  - 9.1.1 Record of all overtime duty is kept in an overtime register (**Annexure A**)
  - 9.1.2 The overtime register is signed by employee at the starting and the knock-off time and controlled by the supervisor in charge.
- 9.2 Responsibility managers should also ensure that –
  - 9.2.1 Overtime work is minimized,
  - 9.2.2 There is adequate control of remunerated overtime duty, either through supervision or by control of outputs,
  - 9.2.3 Overtime remuneration is cost-effective,
  - 9.2.4 Funds are available for finance expenditure (through the CFO)
  - 9.2.5 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,
  - 9.2.6 All overtime, as far as possible, be performed at the employee's normal place of work.

## 10. CLAIMS FOR PAID OVERTIME DUTY

- 10.1 Each employee who worked authorised overtime should complete an overtime claim form (**Annexure B**).
- 10.2 The claim form must be signed by the relevant responsibility manager/programme manager.
- 10.3 The claim form must be submitted to the Section: Finance.
- 10.4 The payment will be processed on PERSAL and paid into the employee's bank account.
- 10.5 The Section: Finance will submit a payment slip to the relevant employee.

## 11. GENERAL

### 11.1 Rest, meal breaks and travel

#### 11.1.1 Before the Programme Manager authorises overtime, he/she shall ensure:

- i. Fair and acceptable limits on the extent of overtime,
- ii. Periods for rest and meals, and
- iii. As far as possible, that employees travel to and from work at a time when Public transport is available.

#### 11.1.2 Overtime shall generally include the following periods:

##### Meals and tea breaks:

- i. an employee who works continuously between three and five hours:
  - a period of 15 minutes tea break.
- ii. an employee who works continuously for more than five hours:
  - a meal interval of 30 minutes and
  - a period of 15 minutes tea break.
- iii. When an employee must stay at her or his place of work but cannot actually work due to circumstances beyond his or her control.

#### 11.1.3 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.



11.1.4 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.

**12. MONITORING, EVALUATION AND REPORTING**

12.1 All approvals pertaining to authorised overtime will be filed in relevant files and kept safely in the Directorate: RCM registry for audit purposes.

**12.2 POLICY REVIEW**

This policy shall be reviewed annually (to align it to any legislature on public service policy changes), or when required.

**B. ANNEXURES**

- A Overtime register (paid overtime)
- B Overtime claim form for payment

**ANNEXURE A**

**OVERTIME REGISTER (PAID OVERTIME):**

<b>DATE</b>	<b>NAME</b>	<b>TIME IN</b>	<b>TIME OUT</b>	<b>TOTAL PERIOD WORKED</b>	<b>DESCRIPTION OF TASK COMPLETED</b>	<b>SIGNATURE OF EMPLOYEE</b>	<b>SIGNATUE OF CO- ORDINATOR</b>	<b>CLAIM FORM RECEIVED</b>

APPROVED BY THE DIRECTOR-GENERAL: DPSA  
DATE:

# OVERTIME ADVICE

SURNAME AND INITIALS: \_\_\_\_\_

PERSAL NUMBER: \_\_\_\_\_

MONTH: \_\_\_\_\_

SALARY NOTCH: \_\_\_\_\_

DATE:	FROM:	TO:	NORMAL TARIFF	SUNDAY TARIFF

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

RESPONSIBILITY MANAGER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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