



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

REMUNERATIVE WORK OUTSIDE PUBLIC SERVICE POLICY

Ref.: S7/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~

Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10
DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: _____

Me. D.B. LETSATSI-DUBA
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010
DATE

ACRONYMS

- LDA:** The Limpopo Department of Agriculture,
PSC: Public Service Commission
PSR: Public Service Regulations
DPSA: Department of Public Service and Administration
MPSA: Ministry of Public Service and Administration
EA: Executive Authority

1. DEFINITION OF TERMS

- Department** : Limpopo Department of Agriculture
Component : Branch/Sub-Branch/Division/Sub-Division/Section/Sub-Section concerned.

2. PURPOSE

To give guidelines on how employees who wish to perform remunerative work outside their employment in the department can get approval.

3. LEGAL FRAMEWORK

- a) Constitution of the Republic of South Africa, 1996
- b) Public Service Act, 1994
- c) Public Service Regulations, 2001
- d) Senior Management Service handbook, January 2003.
- e) Public Finance Management Act , Act no.1 of 1999
- f) Basic Conditions of Employment Act, No.75 of 1997
- g) Explanatory manual on the Code of conduct for the public service 2002
- h) Labour Relations Act

4. OBJECTIVES OF THE POLICY

- a) To promote clean and good ethics within the department.
- 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. SCOPE OF APPLICATION

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

6. POLICY STATEMENTS

- 6.1. 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.
- 6.2. Every employee who wishes to undertake remunerative work outside his/her employment of the department shall annually apply for approval from the Member of Executive Council not later than 30 April of each year
- 6.3. No facilities of the department for example telephones photocopy machines, cameras, printers, computers, laptops, etc, shall be utilized for outside work interests.
- 6.4. An employee shall not use the persons or companies that normally render services to the department as his or her clients.
- 6.5. Information, including confidential information systems of the department may not be utilized for outside work purposes.
- 6.6. 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.
- 6.7. The MEC or an official authorized thereto may at his or her discretion, giving reasons, withdraw the approval of such work.
- 6.8. 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.
- 6.9. All employees who have registered companies or closed corporations, shall fill in disclosure forms as registering a company implies an intention to generate income.
- 6.10. If the employee terminates his/her employment from the Limpopo Department of Agriculture the cooling off period direct/indirect is one (1) year.
- 6.11. Any employee who fails to seek approval or disclose any remunerative work outside the public service or when disclosing, wilfully provides incorrect or misleading details is guilty of misconduct and shall be subjected to internal disciplinary processes.

7. POLICY REVIEW

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.