

# NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



## OVERTIME POLICY

DATE APPROVED BY COUNCIL : 02/08/2008

COUNCIL RESOLUTION NUMBER : 32/2008

# **NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY OVERTIME POLICY**

## **1. Purpose Statement**

The purpose of this policy is to provide a framework that would serve as a guideline and regulate and administer overtime within the Municipality.

It is the purpose of this policy to enhance productivity and promote efficiency by providing working time responsive to the Municipality's needs, as well as to ease the work of the Human resources by providing measures according to which employees can be compensated and remunerated for the additional duties they perform in excess of their hours of attendance.

## **2. Legal Framework**

1. Basic Conditions of Employment Act, 1998 as amended
2. Labour Relations Act no 66, 1995
3. South Africa Local Government Collective Agreement on Conditions of Service

## **3. Effective Date**

This policy shall be effective immediately after adoption by Council

## **4. Applicability and Scope**

The policy shall be applicable to all employees of the Municipality.

## **5. General Provisions**

1. Municipal employees acknowledge and accept that will from time to time have to work overtime based on operational requirements. However there's a procedure that has to be satisfied before.
2. The overtime worked shall be remunerated as provided for by the Basic Conditions of Employment as amended from time to time.

3. Employees are required to work overtime only up to ten (10) hours of overtime per week.
4. All payment worked shall be paid at one and half times the employee's normal and ordinary hourly wage.
5. All employees earning in excess or more than R115 572.00 per annum are excluded and shall not be entitled to receive any payment for overtime, however such employees shall be granted leave in lieu of the overtime worked.

## **6. Period for Overtime Work**

An employee shall only be allowed to work overtime duty of :

1. Three (3) hours overtime a day or
2. Ten hours (10) hours overtime per week

## **7. Roles and Responsibilities**

## **8. Managers**

1. Line managers and supervisors shall determine the need for working overtime
2. Line managers and supervisors shall ensure fair and equitable administration of remunerated overtime.
3. Line managers and supervisors shall ensure that there's supervision and control during the performance of the remunerative overtime
4. Request for remunerated overtime will be evaluated individually and be considered as a last resort only.
5. Managers should always lodge application for employees to work overtime timeously to the HOD/Municipal Manager.
6. Ensure that overtime worked is for the advancement of service delivery as outlined on the Integrated Development Plan.

7. Managers are expected to manage and control employee's leave in an effective and efficient manner so as to avoid inconsistencies in the application of this policy.

## 9. Employees

1. Employees shall ensure that overtime is utilized responsibly and with due regard for the advancement of service delivery as outlined on the Integrated Development Plan of the Municipality.
2. Employees must comply with the requirements set out in this policy to have monetary compensation for overtime worked authorized
3. Employees in the senior management shall not be compensated for overtime worked.

## 10. Human Resources Section

The human resource section shall control all remunerative function of overtime which *inter alia* include the following; to

1. Evaluate request for remuneration of overtime in an equitable and non prejudicial manner.
2. Verify all the requests and ensure compliance with the policy.
3. Develop other effective mechanism of administering overtime.
4. Deal with all the necessary authorizations.
5. The overtime can only be approved if the necessary funds are available.
6. Approval granted in this regard shall be valid for a period of one month and may be extended up to a maximum period of three months.
7. The approval shall granted by the HOD and shall in all instances be in writing
8. The overtime duty shall only be authorized during busy periods and when the workload warrants it.
9. The records for all overtime worked shall be kept safely.

10. The attendance and/or shift register shall be kept safely.
11. Overtime duty shall not be used to the extent that the quantity and quality of the work performed during the normal working hours is adversely and negatively affected.
  1. In cases where the total of overtime within a team or section exceed 40 hours per month, HR section together with the OD section must look an the possibility of creating position.
  2. If an employee claims hours exceeding what is prescribed in the basic conditions of employment Act, the employer will not be obliged to pay the overtime in excess

## **11. Finance- Salary Section**

The Salary section shall be:

1. Ensure the necessary implementation on the Pay day system.
2. Maintain accurate and up-to-date records of employees remunerated overtime
3. Respond effectively to queries raised by HR section

## **12. Head of Department**

The HOD shall be responsible for the monitoring and evaluating compliance and adherence to this policy and any amendments thereto.

## **13. Management**

The management shall effectively manage and confine the activities of the Municipality mainly to normal working hours to effectively limit the expenditure regarding overtime.

## **14. Sunday Work and Public Holidays**

1. Sunday work shall be paid double the normal rate of each hour worked.

2. In instance where the greater part of the shift falls on Sunday or Public holiday, the whole part of the shift shall be deemed to be Sunday or Public holiday.
3. The Employer shall not be allowed to force the employee to work overtime on proclaimed public holiday, except under extra ordinary situation or need dictates.

## **15. Amendments**

This policy shall be amended as and when need dictates