

**GREATER LETABA MUNICIPALITY**



**GLM OVERTIME POLICY**

1.

## 1 PREAMBLE

The Municipality acknowledges that overtime work is a necessary element of service delivery and thereby makes necessary arrangements for staff members to access the benefit. This policy does not take precedence over any collective agreement which may be in force at the time of its approval.

## 2 PURPOSE

The purpose of this policy is to regulate overtime work and ensure that overtime work is pre-authorized and is in compliance with relevant legislation.

## 3 SCOPE OF APPLICATION

The policy is applicable to all employees of the Municipality with the exception of those who earn above the threshold published by the Minister of Employment and Labour from time to time.

## 4 DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology in the Human Resources Policies Manual.

## 5 PROBLEM STATEMENT

The municipality should regulate overtime work and ensure that overtime work is pre-authorized, except in the case of an emergency, and is in compliance with relevant legislation.

## 6 POLICY PROVISIONS

### 6.1. Remunerated overtime

6.1.1. Remunerated overtime is calculated based on hours worked more than prescribed working hours.

6.1.2. Duty performed by employees during a period of leave is not considered for purposes of the payment of remunerated overtime.

### 6.2. Calculation of overtime payment

6.2.1. Mondays to Saturdays - 1½ X normal pay calculated to an hourly or half- hourly rate.

6.2.2. Sundays and Public Holidays – 2 X normal pay calculated on an hourly or half-hourly rate.

### 6.3. Conditions for remunerated overtime

6.3.1. Employees shall not be required or permitted to work overtime for

period exceeding.

6.3.2. Ten (10) hours in a week; and

6.3.3. Three (3) hours on any working day.

6.3.4. Forty (40) Hours per month

6.3.5. No employee shall perform overtime before the relevant person with delegated authority has granted the necessary approval.

6.3.6. The employee's monthly compensation for overtime shall not exceed thirty per cent (30%) of the employee's gross monthly salary.

6.3.7. In cases where the monthly overtime compensation exceeds the above limits, the Senior Manager where overtime is performed shall grant the staff member time-off, based on one hour for every excess hour worked.

6.3.8. Time-off can only be taken if a staff member has accumulated eight hours, and shall not constitute more than five working days during a given financial year.

6.3.9. An employee performing overtime duty shall not be compensated for travelling time, hence overtime shall be arranged in a manner that the start and end times coincide with times during which public or other alternative transport is available.

6.3.10. If an employee performs authorized overtime duty at a place other than his / her normal place of work, the travelling time between the two places shall be regarded as overtime duty.

6.3.11. Remunerated overtime shall not be approved for a continuous period of more than four months.

6.3.12. An employee shall not do overtime as per conditions below, unless in cases where circumstances prevent the employee to meet these conditions and the relevant Senior Manager has ensured that such circumstances are brought to the attention of the HRM Unit when a claim form for such hours is submitted. The Accounting Officer shall then be approached to approve such deviation from conditions:

6.3.12.1. If an employee did not book overtime duty on a Saturday, the staff member shall not be allowed to book overtime duty for Sunday.

6.3.12.2. If an employee took vacation, sick or special leave on a Friday, that staff member shall not be allowed to book overtime duty for either the Saturday or Sunday.

6.3.12.3. If an employee did not start overtime duty immediately following normal knock-off time during the week.

6.3.13. The decision to remunerate overtime with cash, or with time off, shall be made by the Accounting Officer in consultation with the Chief Financial Officer from time to time.

6.4. Time off for emergency work

6.4.1. Emergency work means the performing of work that cannot be completed during normal working hours, on instruction of the Senior Manager, provided that such work is required to be done immediately owing to unforeseen circumstances and one day or less prior notice has been given to this effect.

6.4.2. In cases where employees are expected to perform overtime duty before approval is obtained due to circumstances beyond the Municipality's control; such duty shall for the purpose of this policy be viewed as emergency work.

6.4.3. In such cases employees shall be granted time off in respect of the first day that such overtime duty was performed prior to obtaining approval.

6.4.4. The time off will be granted based on one hour for every excess hour worked.

6.4.5. Senior Managers shall be responsible for managing these hours.

6.5. Authorisation and information for remunerated overtime

6.5.1. Authorization for remunerated overtime duty shall be in accordance with the Municipality delegations of powers.

6.5.2. The following information shall be provided when an application for overtime is submitted for approval:

6.5.2.1. The circumstances that necessitated the performance of the overtime duty.

6.5.2.2. The steps, which were taken to prevent the performance of overtime duty such as redistribution of duties among employees or temporary utilisation of employees.

6.5.2.3. Information about any voluntary unpaid overtime duty performed by staff members about the task in respect of which remunerated overtime duty is performed and about general work in the department.

6.5.2.4. Clearly defined and measurable outputs for the overtime work in respect of every individual employee for which overtime is requested.

6.5.2.5. The names and ranks of the employees who will be required to perform overtime duty.

6.5.2.6. The duration of the overtime duty.

6.5.2.7. The estimated expenditure and total hours on the planned overtime duty, as well as a clear differentiation between normal and double-time, indicate the amount that will be needed next to each of the above-mentioned.

6.5.2.8. If the performance of overtime is aimed at the completion of work, which has fallen in arrears, an investigation of the circumstances shall be done before overtime is authorized.

6.5.2.9. Specific indication about the responsible manager who shall supervise the remunerated overtime, if authorized.

#### 6.6. Control measures for remunerated overtime

It is the responsibility of the Senior Manager to ensure that:

6.6.1. There is adequate supervision and control measures at all times during the performance of remunerated overtime duty.

6.6.2. Remunerated overtime is not performed for a continuous period of more than four months.

6.6.3. Overtime remuneration is efficient and cost effective.

6.6.4. Record of all overtime duty is kept.

6.6.5. When the overtime claim is submitted for payment, the output produced during the period covered by the claim form is clearly provided.

6.6.6. All claim forms and a copy of overtime authorization shall be submitted to the Corporate Services Unit.

#### 6.7. Administrative measures

6.7.1. A request for remunerated overtime shall be approved by the Senior Manager before submission to the Corporate Services for further processing.

6.7.2. All claim forms for approved remunerated overtime duty shall be submitted to the Corporate Services to certify that all information provided, is correct as well as to place a copy of the overtime claim on the staff member's personal file for record purposes.

#### 6.8. Roles and responsibilities

6.8.1. The Accounting Officer or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the

policy.

6.8.2. The financial implications related to implementing this policy shall be qualified and quantified by Corporate Services in consultation with the Budget and Treasury Department.

#### 6.9. POLICY MONITORING AND EVALUATION

6.9.1. This policy shall be implemented and effective once approved by Council.