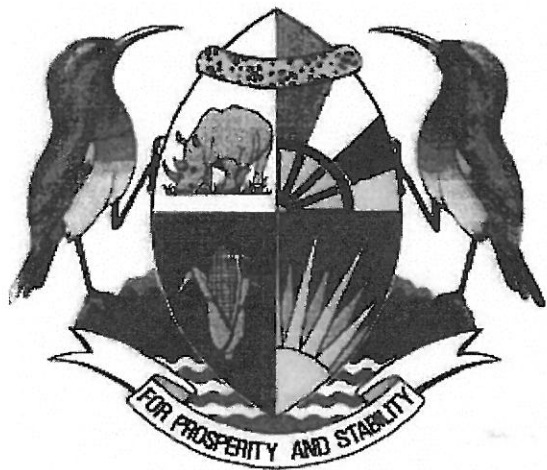


WATERBERG DISTRICT MUNICIPALITY



on the Go for Growth

OVERTIME POLICY

TO BE APPROVED BY COUNCIL

OVERTIME POLICY

1. PREAMBLE

Waterberg District Municipality has a responsibility to make sure that overtime is not abused by its employees. Management should be at the forefront in the management of overtime.

2. OBJECTIVES

- 2.1 To provide a framework and guideline for the implementation and maintenance of overtime worked and the remuneration thereof.
- 2.2 To comply with legislation which governs overtime.
- 2.3 To consolidate a procedure which must in approving overtime.

3. SCOPE OF APPLICATION

This policy applies to all employees who earn less than R 205 433.30 p.a. in terms of the Government Notice on the determination of threshold and it excludes divisional Managers, Senior Managers and essential services employees.

4. DEFINITIONS

- "Deductions" - means income tax, pension, medical fund, etc.
- "Earnings" - means gross pay before deductions
- "Overtime" - means the time that a qualifying employee works during a day of a week in excess of the ordinary hours of work
- "Remuneration" - compensation in money or time off for overtime worked
- "Wage" - Means the amount of money paid or payable to an employee in respect of ordinary hours of work

5. PRINCIPLES

- 5.1 Employees shall not work overtime unless prior approval by the Senior Manager of the Department. Verbal approval is admissible provided a written approval will be completed as soon as it is humanly possible.
- 5.2 The compensation for overtime can either be cash or special leave on full pay can be granted.
- 5.3 Overtime should comply with relevant legislation.
- 5.4 Overtime management must be transparent and fair.

6. LEGISLATIVE FRAMEWORK

The following acts provide a legislative framework and guidelines for overtime:

Basic Conditions of Employment Act, No 75 of 1997.

Main collective agreement (as amended by SLGBC)

Department of Labour Notice, 2003.

7. PROCEDURE

- 7.1 Every manager/divisional manager has a responsibility for the implementation, maintenance and management of the overtime system.
- 7.2 The salary office is responsible for the calculation and paying out of overtime worked.
- 7.3 Designated managers and supervisors are responsible for coordinating and controlling system implementation and maintenance at operational level.

8. LIMITATIONS

If an employee agrees to work overtime, the employee may not work:

- 8.1 Overtime except in accordance with a written agreement from the Head of the department concerned.
- 8.2 More than 10 hours overtime per week.
- 8.3 More than 3 hours per day.

9. EMERGENCY WORK

In the case of emergency owing to circumstances for which an employer could not normally have made provision, the employer may require employees to perform emergency work outside his/her normal

working hours and remuneration of such emergency work shall, irrespective of the limitation of the overtime threshold as determined by the Minister valid at that time, be paid as provided for in the Basic Conditions of Employment Act:

9.1 Monday to Saturday: 1, 5 times the normal rate of pay

9.2 Sundays and Public holidays: Double the normal rate of pay

10. REMUNERATION

Employees will be:

10.1 paid one and a half times the employee's hourly wage for overtime worked, or

10.2 paid his ordinary wage for overtime worked and be granted 30 minutes time off on full pay for every hours of overtime worked during weekdays; or

10.3 granted 90 minutes paid time off for each hour of overtime worked during weekdays;

10.4 paid double pay for working on Sundays and Public Holidays;

10.5 Overtime payment will be forfeited if it is claimed after one month.

10.6 The employee will be granted paid time off within three month of the employee becoming entitled to it.

11. OPERATIONAL REQUIREMENTS

12.1 Due to the business and operational requirements of the municipality, employees will be required to work overtime on occasions.

12.2 The employer may not require or permit an employee to work overtime or to work on Sundays or Public holidays except in accordance with an agreement.

12. EXEMPTIONS

All other staff members not covered by this policy (i.e. people earning more than (R183 008.00 p.a.) shall be entitled to take time off on full pay for overtime hours worked which was duly approved by

the immediate Head. This category of officials will be entitled to accumulate up to a maximum of 30 days per annum. Time off must be taken within six months of overtime hours worked and any extensions must be approved by the Departmental head concerned. Failure to take time off within six months of such accumulation will result in the forfeiture of the days in question, unless such failure is due to operational requirements. Overtime for these employees will be calculated on 90 minutes for each overtime hour worked during normal working days and 120 minutes for each overtime hour worked on public holidays and Sundays.

13. IMPLEMENTATION

- 14.1 Line managers and Senior managers shall be responsible for the implementation of this policy within their departments.
- 14.2 A quarterly monitoring and compliance report will be presented to the Administration Portfolio Committee.
- 14.3 The Municipal Disciplinary Code will be applied in case where this policy is breached.

Implementation date: 01 July 2015

Adopted by Council at its meeting on 17 June 2015

Resolution number A 250/2015

Signed at Modimolle on 22 June 2015



MUNICIPAL MANAGER