

OVERTIME POLICY

Policy Number:	Approved Date:
Effective Date:	Review Date:

OVERTIME POLICY

Purpose

From time to time it may be necessary for working hours to be extended beyond normal working hours. The guiding principle is that overtime work is an exception and not the norm.

Overtime has financial implications because the pay is higher than the normal pay for the work and therefore, if legitimate overtime becomes established as a normal pattern in any department or section the Head of Department should consider increasing staff numbers on a non-permanent or permanent basis rather than allowing excessive overtime to continue.

The Municipality recognises that overtime work also has a social context in that it requires an employee to be away from family activities and that it has health consequences associated with working long hours without rest.

The purpose of this policy is to set out how overtime work will be controlled and remunerated.

Overtime will only be authorized subject to funds being available in the budget. Employees who have worked overtime are encouraged to take time off in lieu of overtime worked.

Scope

According to the Basic Conditions of Employment Act, overtime pay does not apply to:

- Workers in senior management
- Workers who work less than 24 hours in a month
- Workers who earn more than the threshold as laid down by the Minister of Labour from time to time
- Workers engaged in emergency work depending on the terms of their contracts of employment.

A permanent employee who earns below the threshold income will be paid for overtime worked. In the 2008/9 financial year the threshold is R115 572 a year. The threshold applies to gross pay before deductions and excluding any overtime pay.

Overtime pay will be equal to 1.5 times an employee's normal hourly pay or paid time off in exchange for overtime. An employee who works overtime on Sunday or public holiday and does not normally work on a Sunday or public holiday must receive double their normal hourly rate for those days.

A leave form is to be completed by an employee wishing to take time off in lieu of overtime worked.

The amount of overtime a worker may work is limited. Overtime pay is not ongoing or guaranteed and it will therefore be reflected separately on an employee's payslip and will not be included in any calculations of earnings.

According to the Basic Conditions of Employment Act, an employee may not work:

- Overtime, unless by agreement between the employee and a manager authorised to make such an agreement
- More than 10 hours' overtime a week (the collective agreement may increase this to 15 hours per week for up to 2 months a year)
- More than 12 hours on any day

No overtime claims will be paid without a properly authorised copy of an overtime agreement.

Overtime Worked During the Week:

Employees will be:

- Paid 1.5 times the employee's ordinary wage for overtime worked,
OR
- Paid not less than the employee's ordinary wage for overtime worked and be granted at least 30 minutes' time off on full pay for every hour of overtime worked,
OR
- Granted at least 90 minutes' paid time off for each hour of overtime worked during the week (Monday – Friday).

Overtime Worked on Saturdays:

Employees who normally work a five day week, will be:

- Paid 1.5 times the employee's ordinary wage for overtime worked,
OR
- Paid not less than the employee's ordinary wage for overtime worked and be granted at least 30 minutes' time off on full pay for every hour of overtime worked,
OR
- Granted at least 90 minutes' paid time off for each hour of overtime worked during on a Saturday.

Overtime Worked on Sundays:

Employees who normally work a five day week, will be:

- Paid double the employee's ordinary wage for overtime worked,
OR
- Paid not less than the employee's ordinary wage for overtime worked and be granted at least 60 minutes' time off on full pay for every hour of overtime worked,
OR
- Granted at least 120 minutes' paid time off for each hour of overtime worked during on a Sunday.

Overtime Worked on Public Holidays:

Employees who normally work a five day week, will be:

- Paid double the employee's ordinary wage for overtime worked,
OR
- Paid not less than the employee's ordinary wage for overtime worked and be granted at least 60 minutes' time off on full pay for every hour of overtime worked,
OR
- Granted at least 120 minutes' paid time off for each hour of overtime worked during on a Public Holiday.

Responsibility

Finance Department, Payroll Clerk and Heads of Departments

UBUHLEBEZWE



MUNICIPALITY

PRIOR APPROVAL FOR OVERTIME	
Employee Number:	
Employee Surname:	
Employee Initials:	
Employee Designation:	
TO: Delegated official to approve overtime (At least HOD to MM)	
Department:	
Maximum amount of overtime to be approved:	
Period during which overtime will be worked:	
Reason and Motivation:	

Submitted by: _____

Date: _____

Recommended by: (Direct Supervisor) _____

Date: _____

Approved by: _____

Date: _____

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OVERTIME WORKED FOR THE PERIOD	
Employee Number:	
Employee Surname:	
Employee Initials:	
Employee Designation:	

Breakdown of the Hours Worked Per Day:

No	Date	Dept.	Time Worked	Reason for Overtime	Time Approved by HOD	Signature for Approval by HOD

Submitted by: _____

Date: _____

Recommended by: (HOD) _____

Date: _____

Approved by: (MM) _____

Date: _____

