



## **HUMAN RESOURCE POLICY OVERTIME**

<b>Policy No: NLMHREB013</b>	<b>Effective Date: 01 April 2008</b>
<b>Approved:</b>	<b>Review Date: 01 April 2009</b>

Notwithstanding the review date herein, this policy shall remain effective until such time as approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

### **1. SCOPE**

This policy is applicable to all Ngwathe employees, except those excluded by a collective agreement and the Basic Condition of Employment Act of 1997 as amended (BCEA), who do overtime work when required and qualify for remuneration and / or compensation for such work. This policy must, where applicable, be read together with the Working Hours Policy and the SALGBC Collective Agreement on Conditions of Services as amended.

### **2. PREAMBLE**

All Ngwathe employees excluding senior management, traffic, emergency service, security, fire and those working less than 24 hours a week, are by law and operational requirements of business expected to work a 40 hour week excluding Weekends and Public Holidays.

However, in exceptional circumstances, it may be required of employees to work on Weekends and Public Holidays. Consequently Ngwathe has, as a requirement of corporate governance, taken upon it self to develop a policy that will regulate overtime and remuneration / compensation thereof.

### **3. OBJECTIVE**

- 3.1 To provide rules applicable to Ngwathe employees regarding overtime duty and remuneration / compensation arising from such overtime work.
- 3.2 To give a framework that will ensure that overtime worked is regulated in terms of the Collective Agreement on Conditions of Service and other related legislation.

### **4. POLICY**

#### **4.1. WORKING HOURS AND OVERTIME ON WEEKDAYS**

- 4.1.1 Designated Ngwathe employees, in terms of this policy are required to work a 40 hour week converted to 8 hours a day, commencing from Monday to Friday (hereinafter referred to as weekdays).
- 4.1.2 Any hour over and above the 8 hours per day and over and above the 40 hours a week on weekdays, therefore qualifies as overtime for additional remuneration and employees who work overtime should be remunerated accordingly.
- 4.1.3 Any overtime worked without prior approval of the direct Line Manager will not be remunerated unless ratified by such Manager.

## **4.2 WEEKEND DAYS AND /OR PUBLIC HOLIDAY WORK**

It may be necessary to require Ngwathe employees to execute work during Weekends and on Public Holidays. This work is to be considered as overtime for compensation. However, Ngwathe will instead of remunerating employees who worked on a Weekend day or Public Holiday in monetary value, compensate them with time off proportionate to the hours worked. Any overtime scheduled to be worked on Weekend days and / or Public Holidays are subject to the approval of the Line Manager in the relevant Department.

## **4.3 REMUNERATION AND COMPENSATION FOR OVERTIME**

Remuneration for overtime worked in terms of this policy will be as follows:

- 4.3.1 Any overtime within the 10 hours limit per weekdays will be remunerated at a one and a half times the normal salary rate.
- 4.3.2 Any overtime over an above the 10 hours limit in terms of this paragraph will be remunerated at a double times the normal salary rate.
- 4.3.3 Any work executed on Weekends and /or Public Holidays will be compensated by time off proportional to hours worked.
- 4.3.4 Time off in terms of this policy is subject to approval of the Line Manager, taking into account operational requirements at the time of intended time off. The Line Manager may not unreasonably refuse to approve time off in terms of this policy.

#### **4.4 QUALIFYING HOURS**

Overtime is payable from the first hour actually worked, excluding travel time to and from work.

#### **5. AUTHORITY**

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services