



## **HUMAN RESOURCE POLICY WORKING HOURS**

<b>Policy No: NLMHREB017</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 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 employees of Ngwathe.

### **2. PREAMBLE**

The objective of this policy is to set guidelines on the need to structure working hours of Ngwathe.

This policy must be read with the Collective Agreement on conditions of service.

### **3. POLICY**

3.1 Ngwathe employee's working hours will be set in accordance with

3.1.1 The operational requirements of the business;

3.1.2 The relevant legislative requirements;

3.1.3 The relevant collective Bargaining arrangements; and

3.1.4 Conditions of Service.

#### **4. HOURS OF WORK**

All employees excluding senior management and those in the traffic, fire and emergency services must work a 40-hour working week (excluding meal intervals as sanctioned by the Basic Conditions of Employment Act).

#### **5. OVERTIME**

Overtime will be dealt with in terms of the provisions of the Basic Conditions of Employment Act for all employees except senior management and employees working less than 24 hours a month.

#### **6. NIGHTSHIFT ALLOWANCE**

An employee working between 18h00 and 06h00 will be paid a nightshift allowance in line with the Allowances policy.

#### **7. STANDBY ALLOWANCE**

An employee who is on standby is entitled to a standby allowance in line with the Allowances policy.

#### **8. TEMPORARY AND CASUAL WORKERS**

Temporary and casual employees employed by Ngwathe are required to work the hours as stipulated in their contracts of employment.

#### **9. AUTHORITY**

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