



co-operative governance  
& traditional affairs

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**MPUMALANGA PROVINCE**  
**REPUBLIC OF SOUTH AFRICA**

## **OVERTIME POLICY**

**2018/19**



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## **1. Preamble**

The policy aims at giving sound and best practices regarding the management of overtime.

## **2. Definitions**

**“Overtime”** - Means the time that an employee works during a day or a week in excess of ordinary hours of work.

**“Accounting Officer”** - means the Head of Department

**“Basic Salary”**- Means the actual monthly salary of an employee, provided that it shall not be higher than a basic salary of the first notch of salary level 8

**“Public Holiday”** - Means any day that is a public holiday in terms of calendar

**“Unit Manager”** - Means the Head of Section

## **3. Purpose of policy**

To provide guidelines for compensating officials that are required to perform overtime work.

## **4. Authorisation**

This policy is authorized by Section 38(1) (a) and (b) of the Public Finance Management Act, No.1 of 1999 as amended.

## **5. Regulatory framework**

- 5.1 Constitution of the Republic of South Africa, Act No. 108 of 1996.
- 5.2 Public Finance Management Act, No.1 of 1999, as amended.
- 5.3 National Treasury Regulations of 2000.
- 5.4 Public Service Act, Act No.103 of 1994, as amended.
- 5.5 Public Service Regulations, 2001 as amended.
- 5.6 Basic Conditions of Employment Act, Act No. 75 of 1997
- 5.7 DPSA Financial Manuals.
- 5.8 Public Service Coordinating Bargain Council (PSCBC) Resolution 3 of 1999 as amended.
- 5.9 Code of Good Practice on the Regulation of Working Time issued by the Department of Labour.

## **6. POLICY FRAMEWORK**

### **6.1 CONDITIONS OF OVERTIME WORK TO BE COMPENSATED**

- (a) The employer (Department) shall provide compensation for overtime worked when:
  - i. There is a prior approval by the Head of Department.
  - ii. Emergency/special requested official work was done and prior approval could not be obtained; in such cases an Ex-post- facto shall be recommended by the Chief Financial Officer and approved by the Head of Department after 2 working days

### **6.2 KINDS OF COMPENSATION THE DEPARTMENT SHALL PROVIDE**

- (a) The Department shall compensate authorized for overtime by:
  - i. By paying the employees the relevant rate as determined by DPSA.
  - ii. Payment should not exceed 30% of the claimant's basic salary from level 1 up to level 8 first notch and Head of the Department may have the discretion to deviate.
  - iii. All officials' overtime should not exceed 30% of their basic salary, if it happens the Head of Department and Chief Financial Officer should be informed prior to the payment.

### **6.3 CATEGORIES OF EMPLOYEES THAT SHALL NOT RECEIVE COMPENSATED OVERTIME**

- (a) The Department shall not compensate employees for overtime if by:
  - i. The employee is a member of the SMS unless the overtime does not constitute one percent of the salary bill on the relevant salary level.
  - ii. The official perform the duty during the period of leave.
  - iii. There is no written authorization in advance by the Head of Department.  
(Excluding clause 6.1 (a) (ii))

## **7. HOURS OF WORK**

- (a) An Employee must have one –hour interval after (5) consecutive hours of work.
- (b) By treating hours from 20h00 to 06h00 as those of Sundays hours

## **8. MEASURES TO CONTROL OVERTIME POLICY**

- (a) It should remain the responsibility of the unit manager to ensure that:
  - i. Overtime work is minimized.

- ii. There is adequate control of overtime duty, either through supervision or by control of outputs.
- iii. It should be the responsibility of the Unit Manager to he/she procures prior overtime approval by the Head of Department.

## **9. SCOPE OF APPLICATION**

The above provisions shall be applicable to all officials within the Department of Cooperative Governance and Traditional Affairs.

## **10. MONITORING, EVALUATION AND REPORTING**

The Department through its delegated structures shall monitor and evaluate effectiveness of the implementation and report to the Head of Department on an annual basis.

## **11. REVIEW OF POLICY**

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts.

## **12. CONTRAVENTIONS**

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

**THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER**

**APPROVED/~~NOT APPROVED~~**



**MR TP NYONI**  
**HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**DATE:** 29/03/2018