



PAYMENT OF OVERTIME

OVERTIME POLICY

1.SUBJECT: PAYMENT OF OVERTIME

2.POLICY OBJECT: Overtime payment in terms of the Act on Basic Service Conditions and the Northern Cape Collective Agreement of May 2011.

3.GUIDELINES

The Council retains the right to restrict the payment of overtime in accordance with its annual approved budget.

The payment of overtime is delegated to the Municipal Manager and Directors.

The Municipal Manager must sign off the overtime before capturing on the system.

Hr. should receive all approved and completed forms daily .NB: **Overtime should be approved before being worked.**

Closing date for overtime will be 14 of each month

4.ESSENTIAL OVERTIME

This is overtime paid, or choice of time-due, for work that, because of the urgency, inconvenience, danger or unusual circumstances, cannot be left to be done during normal working hours.

5.CATEGORIES

Overtime foreseen beforehand;

Unforeseen overtime;

Overtime determined by means of agreement (contractual);

6. Overtime takes place in deliberation with the Departmental Head and pay sheets shall, for this purpose, be approved only by such a Departmental Head and Municipal Manager or his delegate.
7. Overtime is generally regulated in the BCEA (sec 10) and these provisions should govern overtime payment.
8. Overtime shall be paid or time – off granted to all employees except senior managerial employees as defined in the BCEA and employees earning in excess of the threshold as determined from time to time .
9. Payment of overtime or time off granted must be agreed to prior to the overtime being worked.
10. Employees working or assisting in political and /or tourism offices during weekends or on public holidays shall be entitled to overtime payment equivalent to the minimum five (5) hours in a day. Should the minimum hours be less , normal overtime as per agreement will be applicable , but in the event that an employee is working in excess of eight (8) hours the concerned employee shall be entitled to the equivalent of two days salary.
11. An employee who claims overtime has the choice of payment or compensation by means of time due, as inter departmentally arranged.
12. Remuneration for the attendance of meetings, Indaba’s etc. is made in terms of the Policy of the Council i.e. Travel and Accommodation.
13. The payment of overtime or time due is made only if it has been authorized beforehand by the Departmental Head and the necessary control has taken place.
14. The payment of overtime is made with the salary in the month that follows the month in which overtime has been worked.
15. As per Collective agreement the maximum permitted overtime will be 15 hours a week.

6. Emergency Overtime

1. Emergency work shall be regarded as overtime and shall not require written instruction.
2. In the case of emergencies owing to circumstances for which an employer could not normally have made provision, the employer may require an employee to perform emergency work outside his normal working hours and remuneration for such overtime worked shall be paid to the employee.

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3. The 15 hour limitation per week for normal overtime will not apply to emergency work.