

Mpumalanga Provincial Government



Department of Public, Works Roads and Transport

DRAFT OVERTIME POLICY

Revision Date:.....	None
Issue:	1.0
Responsible Section.....	Financial Accounting
Approval Date.....	

A handwritten signature in black ink, consisting of a stylized 'S' or 'J' shape.

TABLE OF CONTENTS

Abbreviations and Definitions	2
1. Introduction	3
2. Objectives	3
3. Regulatory Framework	3
4. Scope of Application	3
5. Policy Statement	4
6. Roles and Responsibilities	5
7. Monitoring	5
8. Policy Review	6
9. Approval	6

8

DEFINITION

“Accounting officer” means the Head of Department.

“Employer” means the Department of Public Works, Roads and Transport.

“Chief financial Officer” means an official responsible for financial management.

“Senior Manager” means an official appointed at salary level 13.

“Overtime” means working hours in excess to the eight hours per day and 40 hours per week.

“Official” means a person employed to perform duties by the Department of Roads and Transport.

“Holiday” means days declared as resting day in the calendar of the Republic of South Africa.

“Time-off” means time given by the employer as compensation to work overtime.

“Weekend” means Saturday and Sunday.

ABBREVIATION

SMS : Senior Management Service

DPSA : Department of Public service & Administration

PSCBC : Public Service Coordinating Bargaining Council



[Handwritten signature]

1. INTRODUCTION

The policy seeks to provide guidelines on how to claim overtime in an effort to enhance financial management within the Department of Public Works, Roads & Transport. It is important to implement control measures in the handling of overtime claims to assist the department to align its spending patterns in a given month, and be in a better position to manage cash flow.

2. OBJECTIVES

The objective of this policy is to provide guidelines and best practices towards authorizing related compensation when officials are required to work more than normal working hours or on days of rest.

3. REGULATORY FRAMEWORK

- 3.1. Constitution of the Republic of South Africa
- 3.2. Public Finance Management Act 1999 (Act no.1 of 1999)
- 3.3. National Treasury Regulations, 2005.
- 3.4. Public Service Act, 1994 (Proclamation no. 103 of 1994)
- 3.5. Public Service Regulations, 2001 (issued in terms of the Public Service Act, 1994)
- 3.6. Basic conditions of Employment Act, 1997 (Act no. 75 of 1997)
- 3.7. Department Of Public Services & Administration (DPSA) Financials manuals on overtime
- 3.8. Public Service Coordinating Bargaining Council (PSCBC) Resolution 3 of 1999
- 3.9. Code of Good Practice on the Regulation of Working Time issued by the Department of Labor

4. SCOPE OF APPLICABILITY

This policy shall be applicable to all officials of the Department of Public Works, Roads & Transport who qualifies to work overtime.

[Handwritten signature]

5. POLICY STATEMENT

5.1. Who qualifies for overtime compensation

The employer shall provide compensation for overtime work when:

- 5.1.1. It is required of an employee in writing by the order of the Accounting Officer in advance to work in excess of his/ her hours of attendance and/ or during weekends and public holidays.
- 5.1.2. All officials being recalled from leave or requested to work overtime are entitled to pay overtime if approval has been granted by the Accounting Officer.

5.2. Who do not qualifies for overtime compensation

The department may not compensate employees for overtime work if:

- 5.2.1. The employee is a member of the SMS unless the overtime does not constitute one percent or less of the salary level.
- 5.2.2. The officer performs the duty during the period of leave without approval by the Accounting officer
- 5.2.3. There is no written authorization in advance by the Accounting Officer for the paid overtime or no ex-post facto approval has been granted by the Accounting Officer in writing.

5.3. Kinds of compensation the department shall provide

The department shall compensate authorized overtime by:

- 5.3.1. Paying the employee concerned the relevant rate as determined by the Department of Public Service Administration if provision was made in the budget or if the budget permits.
- 5.3.2. Granting time off equal to the time worked if provision is not made in the budget.



5.4. Hours of Work

- 5.4.1. The Accounting Officer shall determine the number of overtime hours to be worked in line with DPSA.
- 5.4.2. An employee shall have a one hour meal interval after five consecutive hours of work on weekends and holidays.
- 5.4.3. A 30 minute meal interval shall be allowed if the employee worked less than the 5 consecutive hours.
- 5.4.4. All official overtime hours worked except that of officials providing essential services shall not exceed 30% of their basic salary on a monthly basis. Should this be the case, approval should have been granted by the Accounting Officer.

6. ROLES AND RESPONSIBILITIES

- 6.1. The Accounting Officer is responsible for the approval of all applications for overtime including ex-post facto approval
- 6.2. The Chief Financial Officer: is responsible for all recommendations for the approval of overtime including ex-post facto approval
- 6.3. The Senior Manager: is responsible for ensuring the availability of funds from his/her budget.
- 6.4. The applicant is responsible for the proper execution of his/her duties during the overtime period

7. MONITORING AND EVALUATION

The Financial Accounting: Salary Section shall monitor and evaluate the implementation of this policy.

[Handwritten signature]

8. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal framework, organizational development, political and economic trends, and envisaged outputs by the medium term Expenditure as outcomes of monitoring and evaluation.

9. APPROVAL

Approved



K.M. MOHLASEDI
HEAD OF DEPARTMENT

DATE: 1/8/2012