



Department of Public Works, Roads and Transport
Mpumalanga Provincial Government

OVERTIME POLICY

Issue:4.0
Responsible Sub-Programme..... Financial Accounting
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ABBREVIATIONS

AA	Accounting Authority
AO	Accounting Officer
CFO	Chief Financial Officer
DDG	Deputy Director General
DPSA	Department of Public Service and Administration
GMT	Government Motor Transport
KM	Kilometers
PFMA	Public Finance Management Act, 1999 (Act No.1 of 1999)
T & S	Travel & Subsistence
VAT	Value Added Tax
PSCBC	Public Service Co-ordinating Bargaining Council

DEFINITIONS

Accounting Officer	means	a person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) and includes any person acting as the Accounting Officer;
Chief Financial Officer	means	An official who is directly accountable to the accounting officer as per Treasury regulation.
Allowance	means	a remuneration or reward awarded to an employee to compensate costs related to official duties;
Department	means	a Department of Public Works, Roads and Transport;
Designated Representative	means	an employee nominated to represent the Department or Programme or Sub-Programme;
Employer	means	means the Department of Public Works, Roads and Transport;
Essential Services	means	means a class of occupations that have been legislated by government to have special restrictions in regard to working conditions;
Holiday	means	means days declared as resting day in the calendar of the Republic of South Africa;
Overtime	means	means working hours in excess to the eight hours per day and 40 hours per week;
Director	means	means an official appointed at salary level 13 and above;
Time-off	means	means time given by the employer as compensation for overtime worked; and
Weekend	means	means Saturday and Sunday.
Minister	Means	Minister of Public Service and Administration.

1. INTRODUCTION

- 1.1 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.
- 1.2 This control measure assists the Department to align its spending patterns in a given month, and be in a better position to manage cash flow.

2. OBJECTIVE

- 2.1. The objective of this policy is to provide guidelines and best practices towards authorized compensation when employees are required to work more than normal working hours and on days of rest.

3. REGULATORY FRAMEWORK

- 3.1. Code of Good Practice on the Regulation of Working Time issued by the Department of Labor.
- 3.2. Constitution of the Republic of South Africa, 1996;
- 3.3. Public Finance Management Act 1999 (Act No. 1 of 1999)
- 3.4. National Treasury Regulations, 2005;
- 3.5. Public Service Act, 1994 (Act No. 103 of 1994);
- 3.6. Public Service Regulations, 2001 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
- 3.7. Department of Public Service & Administration (DPSA) Financial Manuals on Overtime;
- 3.8. Public Service Coordinating Bargaining Council (PSCBC) Resolution 3 of 1999;
- 3.9. Labour Relations Act, 1995 (Act No 66 of 1995).

4. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department of Public Works, Roads & Transport who qualify to work overtime.

5. POLICY STATEMENT

5.1. CONDITIONS FOR COMPENSATED OVERTIME WORKED

5.1.1 The employer shall provide compensation for overtime worked when:

- 5.1.1.1 Written authorization has been granted for in advance for the work to be performed;
- 5.1.1.2 Prior authorization has been granted for exceptional cases, such as, Boiler Operators, Transports Inspectors and Road Workers;
- 5.1.1.3 The employee has agreed to such overtime;
- 5.1.1.4 It is required of an employee in writing by the order of the Accounting Officer in advance to work in excess of the hours of attendance and/ or during weekends and public holidays and;
- 5.1.1.5 An employee is recalled from leave and requested to work overtime of which prior approval has been granted.

5.2 HOURS FOR OVERTIME WORK

5.2.1 Conditions for hour of overtime work shall be as follows:

- 5.2.1.1 An employee's monthly overtime pay is limited to 30% of his or her monthly salary or the limitation determined by the minister, whichever is the lesser.
- 5.2.1.2 An executive authority/delegated official does no longer have the authority to approve the overtime compensation exceeding 30% of the employee's salary; approval is granted by the Minister.
- 5.2.1.3 All existing authorization that are currently approved to exceed 30% by the Accounting Officer are to be cancelled with immediate effect.
- 5.2.1.4 All overtime payments which shall be paid in excess of 30% shall be recovered from the official concerned;
- 5.2.1.5 The Accounting Officer shall determine the number of overtime hours to be worked in line with the Department of Public Service Administration (DPSA) or Public Service Act; and

5.2.1.6 An employee shall have a one-hour meal interval after five consecutive hours of overtime work on weekends and on public holidays.

5.2.2 The Department shall compensate authorized overtime by:

5.2.2.1 Paying the employee concerned the relevant rate as determined by the (DPSA) if provision was made in the budget and if the budget permits; and

5.2.2.2 Granting time off equal to the time worked if provision was not made in the budget.

5.2.3 The Department shall not compensate employees for overtime work if:

5.2.3.1 The employee is a member of the SMS;

5.2.3.2 The employee who performs the duty during the period of leave without approval by the Accounting Officer;

5.2.3.3 There is no written authorization in advance by the Accounting Officer for the paid overtime to be paid or no ex-post facto approval has been granted by the Accounting Officer in writing; and

5.2.3.4 There is no signed attendance register attached to the claim.

5.3 SUBMISSION OF OVERTIME

5.3.1 All overtime claims shall be submitted to the Financial Accounting Section at Head Office and District Offices within thirty (30) days after the month of working.

5.3.2 Overtime claims submitted later than sixty (60) days, after the end of each month of working shall be accompanied by a letter of motivation approved by the CFO.

5.3.3 Overtime claims submitted later than ninety (90) days, after the end of each month of working shall be regarded as invalid unless accompanied by a letter of motivation approved by the Accounting Officer or delegated authority.

6. ROLES AND RESPONSIBILITIES

- 6.1. The Accounting Officer shall be responsible for the effective and efficient implementation of this policy as part of internal controls within the department
- 6.2. The Chief Financial Officer is responsible for prudent financial management within the department.
- 6.3. The Director: Financial Accounting is responsible for ensuring the availability of funds; and
- 6.4. An employee who is granted overtime shall be responsible for the proper execution of duties during the overtime period.

7. MONITORING AND EVALUATION

The Financial Accounting Sub-Programme monitors and evaluates the implementation of this policy.

8. POLICY REVIEW

- 8.1. The policy must be reviewed every three years and/or when there are changes in legal frameworks, organizational developments, political and economic trends.
- 8.2. When there are changes on the envisaged outputs of the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

9. DEVIATIONS

Any deviation from this policy shall be subject to the approval of the Accounting Officer.

10. IMPLEMENTATION DATE

This policy comes into effect from the date of approval by the Accounting Officer.

11. APPROVED



MC MOROLO

HEAD: DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DATE : 09/09/2023-