

MANTSOPA LOCAL MUNICIPALITY



OVERTIME POLICY

Mantsopa Local Municipality Overtime Policy

<i>Next Review Date</i>	
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Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

Contents

1.	Purpose.....	4
2.	Scope	4
3.	Definitions.....	4
4.	Principles	5
5.	Policy Provisions	5
6.	Procedures	6
7.	Delegations.....	6
8.	Annexures.....	7

1. Purpose

- 1.1 The purpose of this policy is to provide guidance and assistance to those persons or employees required by the municipality to work overtime due to operational need within the municipality. The policy is based on the rationale and good practice that the relevant legislation is followed and permission or approval is granted to employees to work overtime with consent between the parties.
- 1.2 This policy sets out what overtime is, working hours and overtime on weekdays, weekends and or public holidays work, remuneration and compensation for overtime the municipality will permits and provide procedures associated with the claim.

2. Scope

- 2.1 This policy only applies to –
All Mantsopa Local Municipality employees, except those excluded by a collective agreement and the Basic Condition of Employment Act of 1997 as amended (BCEA), who do overtime work when required and qualify for remuneration and or compensation for such work.
- 2.2 This policy must, where applicable be read together with the Working Hours Policy and the Collective Agreement on Conditions of Services as amended.

3. Definitions

- 3.1 For the purposes of this policy –
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 - 3.1.1 “**Member**” means an employee or councillor who is newly appointed or who is already in the municipality’s service, as indicated by the context.
 - 3.1.2 “**Relocation**” means the process of moving a member’s household effects from a geographical location within the Republic of South Africa but which is situated outside the Municipal area to a place within the municipality’s boundaries.

4. Preamble

- 4.1 All Mantsopa Local Municipality employees excluding senior management, traffic, emergency services, security, fire and those working less than 24 hours a week are by law and operational requirements of business expected to work a 40 hour per week excluding weekends and public holidays.
- 4.2 However, in exceptional circumstances, it may be required of employees to work on weekends and public holidays.
- 4.3 Consequently Mantsopa Local Municipality has as a requirement of corporate governance taken up itself to develop a policy that will regulate overtime and remuneration/compensation thereof.

5. Objective

- 5.1 To provide rules applicable to Mantsopa Local Municipality employees regarding overtime duty and remuneration/compensation arising from such overtime.
- 5.2 To give a framework that will ensure that overtime worked is regulated in terms of the Collective Agreement on Conditions of Service and other related legislation.

6. Policy Provisions

6.1 Working hours and overtime on weekends

- 6.1.1 Designated Mantsopa Local Municipality employees, in terms of this policy are required to work a 40 hour week converted to 8 hours a day, commencing from Monday to Friday (hereinafter referred to as weekdays).
- 6.1.2 Any hour over and above the 8 hours per day and over and above the 40 hours a week on weekdays, therefore qualifies as overtime for additional remuneration and employees who worked overtime should be remunerated accordingly.

6.1.2 Any overtime worked without prior approval of Line Manager will not be remunerated unless ratified by such Manager

6.2 Weekend days and/or Public Holidays

6.2.1 It may be necessary to require Manatsopa Local Municipality employees to execute work during Weekends and on Public Holidays. This work is to be considered as overtime for compensation.

6.2.2 However, Mantsopa Local Municipality will instead of remunerating employees who worked on a Weekend or Public Holiday in monetary value, compensate them with time off proportionate to the hours worked.

6.2.3 Any overtime scheduled to be worked on Weekend days and /or Public Holidays are subject to the approval of the Line Manager in the relevant Department.

6.3 Remuneration and Compensation for Overtime

Remuneration for overtime worked in terms of this policy will be as follows:

6.3.1 Any overtime within the 10 hours limit per weekdays will be remunerated at a one and a half times the normal salary rate

6.3.2 Any work executed on Weekends and/or Public Holidays will be compensated by time off proportional to hours worked

6.3.3 Time off in terms of this policy is subject to approval of the Line Manager, taking into account operational requirements at the time of intended time off. The Line Manager and Executive Manager may not unreasonably refuse to approve time off in terms of this policy.

6.4 Qualifying hours

6.1 Overtime is payable from the first hour actually worked, excluding travel time to and from work.

7 Delegations

- 7.1 This policy is to be applied in accordance with the municipality's policy and procedures regarding delegated powers.
- 7.2 The delegations refer to those between the Municipal Council and the Municipal Manager, and between the Municipal Manager and other responsible Officials.
- 7.3 All delegations are to be recorded in writing.

8 Annexures

Copy of signed delegation (if applicable).