

## BAVIAANS MUNICIPALITY

### OVERTIME POLICY

#### INTRODUCTION

The purpose of this policy is to ensure that the municipality has control over the amounts of overtime worked, that no unnecessary overtime is worked and that the municipal estimates for overtime are not exceeded. A further purpose is to ensure that the correct amounts are paid for overtime worked and that the provisions of the Basic Conditions of Employment Act are adhered to.

#### DEFINITION

Overtime is that portion of any period that an employee works for the municipality during a working week or on a working day, as the case may be, which exceeds the working hours as agreed by the municipality and its employees from time to time; provided that it shall include any period worked by an employee on a Sunday or public holiday or during his free period of 24 hours unless such Sunday or public holiday is a normal working day for such employee.

#### CONTROL POLICY

- The municipality may require any employee to work overtime.
- Overtime rates will be calculated on basic rate of pay, excluding all allowances.
- Overtime, except in the case of emergencies, must be approved by the relevant Head of Department concerned prior to such overtime being worked.
- In the case of emergency work, the Head of Department must be informed of the overtime worked as soon as possible thereafter.
- Heads of Department must maintain daily records of all overtime worked and submit a monthly report to Council on the duration and cost of overtime. The report should include information on how much of the overtime budget has already been spent for that financial year.
- Employees receiving an acting allowance will not qualify for overtime payment but will be allowed to take time off in lieu of overtime worked, provided these employees are not compelled to be paid in terms of the Basic Conditions of Employment Act, 1997.
- Overtime payments will be made in accordance with the provisions of the Basic Conditions of Employment Act, 1997 for all employees who are subject to the provisions of this Act.

- All Heads of Department will keep strict control over overtime worked and in no cases will the contravention of the Basic Conditions of Employment Act, 1997 be tolerated.

- Any Head of Department, who exceeds the amount budgeted for in the annual estimates for overtime, will be required to submit a report to the Council at the end of the financial year explaining reasons why excessive overtime has been worked in his department.