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CERTIFIED COUNCIL RESOLUTION

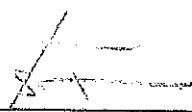
The Council at its Special Council Meeting held on the 30th May 2022 under:

SC 02/05/22 FINAL MTREF BUDGET AND INTEGRATED DEVELOPMENT
PLAN FINANCIAL YEAR 2022/2023 - 2024/2025

RESOLVED AS FOLLOWS:

1. Council approved the Final Budget/Integrated Development Plan as well as the final Medium-Term Revenue and Expenditure (MTREF) Budget for 2022/2023-2024/2025 financial year.
2. Council approved the following budget related policies which were considered in the preparation of the final budget/IDP and are tabled together with the budget/IDP as follows:
 - 2.1. Water and Sanitation Tariff policy
 - 2.2. Indigent policy
 - 2.3. Free Basic Water Policy
 - 2.4. Credit control and debt collection policy
 - 2.5. Investment and cash management policy
 - 2.6. Asset management policy
 - 2.7. Funding and reserves policy
 - 2.8. Supply chain management policy
 - 2.9. Virement policy
 - 2.10. Budget policy
 - 2.11. Blacklisting policy
 - 2.12. Petty cash policy
 - 2.13. Acting policy
 - 2.14. Cost Containment policy
 - 2.15. Secondment policy
 - 2.16. Overtime policy
 - 2.17. Relocation policy
 - 2.18. Service Standards
 - 2.19. Political Support staff policy
 - 2.20. Recruitment Selection and appointment policy
 - 2.21. Subsistence and Travelling allowance policy
 - 2.22. Individual Performance Management and Development System policy

- 2.23. Subsidized Motor Transport Scheme policy
- 2.24. Bursary Policy
- 3. Council resolved that a workshop on policies be arranged for Councillors.



CERTIFIED AS TRUE RESOLUTION
COUNCIL SECRETARY
TSOANE A

03/06/2012
/DATE



SEKHUKHUNE
District Municipality

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SEKHUKHUNE DISTRICT MUNICIPALITY

FINAL OVERTIME POLICY 2022/2023

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1. PURPOSE

The purpose of remunerated overtime is to compensate employees for additional duties, which they perform in specific circumstances in excess of their normal hours of work.

2. STATUTORY PROVISIONS

The policy is based on the following statutory provisions:

- 2.1 Labour Relations Act, 66 of 1995
- 2.2 Basic Conditions of Employment Act, 75 of 1997
- 2.3 Municipal Finance Management Act, 56 of 2003
- 2.4 South African Local Government Bargaining Council Resolutions.

3. SCOPE OF APPLICATION

The policy is applicable to all employees of the Sekhukhune District Municipality.

4. WHAT IS REMUNERATED OVERTIME?

- 4.1 Remunerated overtime refers to the payment of work performed outside the normal working hours.
- 4.2 Duty performed by an employee during a period of leave is not considered for purposes of the payment of remunerated overtime.

5. REMUNERATED OVERTIME RATE

- 5.1 The rate for the purpose of remunerated overtime has been determined as one third times his hourly wage.
- 5.2 The remuneration awarded to an employee in respect of overtime duty is calculated by multiplying the total number of hours' overtime duty performed by the overtime rate.
- 5.3 The overtime rates are as follows:

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NORMAL TIME

'When it is required from an employee to perform official duties for more hours than the employee's normal working hours during a week'

Salary notch per annum X7 X1 X4= Rate per hour.

DOUBLE TIME

'Any time worked on Sunday or any public holiday by an employee, who does not ordinarily work on a Sunday or public holiday, is calculated as overtime as well as overtime performed.

Salary Notch per annum X7/365 X1/40 X 2= Rate per hour

6. CONDITIONS FOR REMUNERATED OVERTIME

- 6.1 Employees shall not be required or permitted to work overtime for a period exceeding
 - 6.1.1 10 hours during any working week.
 - 6.1.2 Three hours on any working day.
- 6.2 No employee may perform remunerated overtime before the relevant person who has the authority, in accordance with the office delegations, to do so, has granted the necessary approval.
- 6.3 In a case where there are excess hours after the calculation of the 30% as outlined in paragraph 5.3 the Manager of the Department where overtime is performed, may granted the employee time-off. The time off will granted based on one hour for excess hour worked. Time-off can only be taken if an employee has accumulated eight hours. The time off May however not constitute more than five working days during a given financial year. Components will be advised periodically of accumulated overtime hours.
- 6.4 Employees performing overtime duty is not compensated for traveling time. Overtime should therefore be arrangement in such a manner that the commencement and conclusion coincide with the time during which public or other alternative transport is available.

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- 6.5 If employee performs authorised overtime duty at a place other than his/her normal, place of work at the traveling time between the two places will be regarded as overtime duty.
- 6.6 Remunerated overtime may not be approved for a continuous period of more than four months.
 - 6.6.1 If employee did not book overtime duty on a Saturday, the employee will not be allowed to book overtime duty for the Sunday.
 - 6.6.2 If an employee took vacation-sick or special leave on a Friday, that employee shall not be allowed to book overtime duty either the Saturday or the Sunday.
 - 6.6.3 Overtime duty performed during the week must start immediately following an employee's normal knock off time.
- 6.7 Should circumstances require deviations from the above conditions, the relevant Head of the Department should submit the motivation to the Director Corporate Services.

7. TIME OFF EMERGENCY WORK

- 7.1 Emergency work shall be regarded as overtime and shall not require prior consent.
- 7.2 In the case of emergencies owing to circumstances for which an employer could not normally have made provision, a Municipality 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.
- 7.3 The limitations set by the Basic Conditions of Employment Act (No 75 of 1997) shall not apply to the emergency work.

7.4 Emergency work means the performing of work, on instruction of a manager that cannot be completed during normal working hours, provided that such work is required to be done immediately owing to unforeseen circumstances and one day or less prior notice has been given to this effect.

7.5 In cases where employees are expected to perform overtime duty before approval is obtained due to circumstances beyond the SDM's control; such duty shall for the purpose of this policy be viewed as emergency work.

8. AUTHORISATION FOR REMUNERATED OVERTIME

8.1 Authorisation of remunerated overtime duty will be in accordance with the Office delegations.

8.2 The following information should be provided when an application for overtime is submitted for approval:

8.2.1 The circumstances, which necessitated the performance of the overtime duty.

8.2.2 The steps, which were taken to prevent the performance of overtime duty such as redistribution of duties among employees of temporary utilization of employees.

8.2.3 Information about any voluntary unpaid overtime duty performed by employees with regard to the task in respect of which remunerated overtime duty is performed and about general work in the component.

8.2.4 Clearly defined and measurable outputs for the overtime work in respect of every individual employee who will be required to perform overtime requested.

8.2.5 The names and ranks of the employees who will be required to perform overtime duty.

8.2.6 The duration of the overtime duty.



8.2.7 The estimated expenditure and total hours on the planned overtime duty, as well as a clear differentiation between normal and double-time, indicating the amount which will be needed next to each of the above-mentioned.

8.2.8 If the performance of overtime is aimed at the completion of work, which has fallen in arrears, an investigation of the circumstances, should be done before overtime is authorised.

8.2.9 Specific indication about the responsible manager who would supervise the remunerated overtime.

9. CONTROL MEASURES FOR REMUNERATED OVERTIME

It is the responsibility of the Manager in whose department overtime is performed to ensure that:

9.1 There is adequate supervision and control measures at all times during the performance of remunerated overtime duty.

9.2 Remunerated overtime is not performed for a continuous period of more than four months.

9.3 Overtime remunerated is efficient and cost effective

9.4 Record of all overtime duty is kept.

9.5 When the overtime claim is submitted for payment, the output produced during the period covered by the claim form is clearly provided. A sample of the claim form is attached as Annexure A of the policy.

9.6 All claim forms should be submitted to the Department of Corporate Service instead of directly to the Department of Finance.

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10. ADMINISTRATIVE PROCEDURES


- 10.1 A request for remunerated overtime must be approved by the Municipal Manager.
- 10.2 Remuneration of overtime requests shall be registered on Salary System. Department of Finance shall be provided with a copy of the proof of registration, as well as of a copy of the approved overtime requests.
- 10.3 All claim forms for approved remunerated overtime duty must be submitted to the Department of Corporate Service to enable them to certify that all information provided, are correct, as well as to place a personal file for copy of the overtime claim on the employee's record purposes.

11. POLICY AMENDMENTS

The policy may be amended when a need arises. Inputs for amendments may be submitted to the Director: Corporate Services for consideration.

12. APPROVAL OF THE POLICY

Approved by the Council on this _____ day of _____ 2022.



Cllr Chego

13/06/2022

Date

Cllr. Julia Lata Mathebe

Date

Executive Mayor

S.K