

LESEDI LOCAL MUNICIPALITY



**DRAFT OVERTIME POLICY
2018/2019**

**APPROVED DATE BY COUNCIL: 29 MARCH 2018
COUNCIL RESOLUTION NUMBER: LC.CM-28/03/2018**

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DRAFT

1. OBJECTIVE

Pressure of work and the particular nature of the duties of an employee may require an individual to work in excess of normal working hours during the week or over weekends (more than the required minimum hours per day or work over the weekend, i.e. to work overtime).

2. POLICIES AND PROCEDURE

Should it be necessary for an individual to work overtime, Lesedi Local Municipality will follow the procedure as prescribed by the Basic Conditions of Employment Act (Chapter 2 (10)). The following conditions will apply:

- 2.1 the relevant manager (line manager) shall provide written authorisation prior to overtime being worked (in advance for the work), and shall indicate the hours of overtime to be worked and the reasons for such overtime;
- 2.2 the relevant manager (line manager) shall record the authorisation, the details of the employee concerned, the duration of the overtime and compensation granted and submit the record to the Salary Department at Finance for recording, consolidation and safe-keeping;
- 2.3 The senior managerial employees and employees who earn above the BCEA threshold a determined from time to time will not be entitled to overtime payment.

3. COMPENSATION shall take the form of:

- 3.1 90 minutes of paid time off for every hour of overtime worked during normal work days or Saturdays and 120 minutes of paid time off for every hour of overtime worked on Sundays or public holidays; or
- 3.2 Monetary compensation at a rate of basic salary x 1.5 for every hour of overtime worked during normal work days or Saturdays and at a rate of basic salary x 2 for every hour of overtime worked on Sundays or public holiday.

- 3.3 Compensation for overtime shall be granted only to employees below Manager level;
- 3.4 Paid-time off granted for overtime work, shall be taken (granted) within one month of the employee becoming eligible for such leave;
- 3.5 Monetary compensation for overtime shall be paid at the end of the month following the month during which the overtime occurred, along with the employee's normal salary payment; and
- 3.6 An employee may not work more than 10 hours overtime in a week or 40 hours overtime in a month.
- 3.7 Due to the complexity of the municipal environment where it is impractical to have all overtime pre-approved, management reserve the rights to approve the overtime after the work was done.
- 3.8 Overtime exceeding the maximum overtime per month must be accompanied by an executive summary before payment will be made for the excess

4. POLICY ADOPTION

This policy has been considered and approved by the Council of **Lesedi Local Municipality** on this day.....30..... ofMay... 2017

This policy will take effect at **Lesedi Local Municipality** on the 1st of July 2017