

LESEDI LOCAL MUNICIPALITY



OVERTIME POLICY

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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 Human Resources Officer 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 that (3 hours overtime a day or) 10 hours in any one-week. (3 hours per day no longer applicable in terms of BCEA)

4. POLICY ADOPTION

The Lesedi Municipal Council adopted Bursary Policy in its meeting held on the 30th day of May 2013.

Mr. A Makhanya
Municipal Manager
Lesedi Municipality

Date: