



Policy and Procedure on Overtime

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1. Preamble

The Basic Conditions of Employment Act (BCEA) No. 75 of 1997 provides for the treatment of overtime for employees who earn below the “earnings threshold” in accordance with the ministerial determination as published from time to time.

SAQA is therefore legally bound to recognise and reward employees earning below the earnings threshold strictly in terms of the provisions of the BCEA. For those employees who earn above such threshold no legal provision exists for the purposes of overtime work.

2. Purpose

The purpose of this policy is to determine how overtime will be regulated and how employees earning above the regulated threshold will be recognised and rewarded when they are required to work overtime.

3. Ownership

The Human Resources Director is the custodian of this policy.

4. Scope

The policy applies to all SAQA employees.

5. Type of Policy

This policy is of an operational nature.

6. Conditions under which overtime will be approved

6.1. Overtime may only be worked with prior approval by the Director or designate and prior arrangements between the line manager and the employee.

6.2. The number of overtime hours that may be performed are limited to an average of up to three (3) hours per day or ten (10) hours per week and eight (8) hours on either Saturday or Sunday and Public Holidays.

6.3. Overtime may only be worked where the line manager has identified a need for overtime work and has consulted with the employee on the matter before approval is granted to work overtime.

6.4. Overtime may be worked on special projects which cannot be accommodated during official/normal working hours.

- 6.5. Overtime may be worked for the performance of any duties which, if not executed within a specific time-frame, will hinder the continuation of service delivery.
- 6.6. The outputs required by such overtime work must also be agreed between the employee and the line manager in advance.
- 6.7. Employees may not generate their own overtime by non-productive work behaviour.
- 6.8. In circumstances where the required work can only be done outside normal working hours, such time worked will be recognised as overtime, for example:
 - 6.8.1. Information Technology projects that will have the effect of disrupting normal work on other work stations or preventing the user from accessing servers that are integral to the users' normal work.
 - 6.8.2. Doing duty at exhibitions outside of normal working hours, e.g. on week-ends or public holidays as well as having to set up or clear up at SAQA events outside normal hours.
 - 6.8.3. Working extra hours to reduce backlogs that have been occasioned by unavoidable circumstances recognised by the line manager.
- 6.9. The line manager must ensure that the agreed outputs have been met before recommending any overtime that has been worked for the Director's approval and sign off.

7. Conditions under which overtime will not be approved

Overtime will not be authorised in the following circumstances:

- 7.1. If there is enough staff to do the work and the staff have not been optimally utilised;
- 7.2. When an employee works voluntarily during leave;
- 7.3. Employees who earn above the earnings threshold will not be permitted to volunteer to work overtime and expect overtime payment in return and/or recognition for overtime worked;

- 7.4. Employees who earn above the earnings threshold, who have worked overtime will be given time off in lieu of overtime worked on a time-for-time basis; and
- 7.5. Application for time-off taken on a time-for-time basis for overtime worked must be authorised by the relevant Director or Designate on the prescribed application form.

8. Time off in-lieu of overtime

- 8.1. In the case where an employee is requested by the line manager to perform overtime work and no overtime remuneration is paid to the employee, the line manager may grant time off.
- 8.2. This must be agreed on prior to the commencement of overtime.
- 8.3. The line manager may grant time off of up to eight (8) hours for work carried out on Saturdays, Sundays and Public Holidays.
- 8.4. Time off must be agreed on between the employee and his/her line manager.
- 8.5. Time off in lieu of payment for overtime worked cannot be paid out on termination of services.

9. Monitoring, evaluation and reporting.

- 9.1. All approvals pertaining to authorized overtime must be filed in the employee files kept safely in the Human Resources Directorate for audit purposes.
- 9.2. Overtime hours should be kept to a minimum as far as possible because the regular working of long hours can adversely affect the balance between work and private life, health of employees and the standard of work performance.
- 9.3. All overtime must as far as possible be performed at the employee's normal place of work. However, in exceptional circumstances, the line manager can approve that overtime be performed at another place, provided that he/she is satisfied that the number of hours worked were necessary to perform the required task.
- 9.4. The line manager must check to ensure that targets are reached.
- 9.5. Accurate records of overtime worked and time-for-time taken, in terms of this policy, must be kept by the relevant directorate in conjunction with the HR Directorate.