



Overtime Policy

A handwritten signature in black ink, located in the bottom right corner of the page.

TABLE OF CONTENTS

ITEM	CONTENTS	PAGE
1.	Purpose	2
2.	Acronyms and Terminology	2 - 3
3.	Governing Framework	3
4.	Scope of Application	3
5.	Governing Principles	3-4
6.	Conditions	4
7.	Executive management members	4
8.	Policy guidelines	5 - 6
9.	Calculation of overtime remuneration	6
10.	Travelling arrangements in respect of overtime	6
11.	Control of remunerated overtime duty	6 - 7
12.	Criteria for overtime duty approval	7 - 8
13.	When overtime shall be compensated	8
14.	Compensation for overtime: Non-monetary	8 - 9
15.	Extent and period of overtime duty	9
16.	Approval	9

1. PURPOSE

- 1.1 To provide a framework for the compensation of employees for additional duties performed in specific circumstances which are in excess of the prescribed hours of work by order of the CEO or his or her delegate; and
- 1.2 To regulate the performance of overtime duty and the conditions under which unpaid overtime should be performed and compensated.

2. ACRONYMS AND TERMINOLOGY

ACRONYM / TERMINOLOGY	DESCRIPTION
CEO	Chief Executive Officer of SASSETA.
Day of Rest	A day of rest that may be awarded to an employee who worked on a day he or she does not usually work i.e. Saturday, Sunday or a Public Holiday.
Earnings	Gross annual remuneration before deductions i.e. income tax, pension, medical and similar payments but excluding similar payments (contributions) made by the employer in respect of the employee: Provided that subsistence and transport allowances received, achievement awards or payments for overtime shall not be regarded as remuneration.
Employee	Refers to any person who is employed by SASSETA, whether permanently or on contract and any person who accepts an employment offer from SASSETA.
Employer	Refers to SASSETA.
He / She	The use of either of these pronouns will, throughout this policy, refer to both male and female and is intended to be gender-neutral.
Night	Means the hours between 20h00 and 06h00.
Overtime Duty	Means additional duty performed by an employee in excess of prescribed hours of work at SASSETA. (read in conjunction with day of rest above).
The Board	Accounting Authority of SASSETA.



ACRONYM / TERMINOLOGY	DESCRIPTION
Working Week	Means the official period of service which an employee is required to complete in respect of a period which extends from midnight between a Saturday and Sunday to midnight between the following Saturday and Sunday.
Remunerated Overtime	Shall mean compensated additional duty which an employee performs in specific circumstances in excess of his or her prescribed hours of work. Compensation can be either monetary or time off that the CEO or his or her delegate may deem appropriate and reasonable.
Time Off	Shall mean time for rest or recreation away from SASSETA.
Unpaid Overtime Duty	Shall mean overtime worked without approval-and/or ratification after the work was done.
Waiting Time	The period during which an employee cannot start with performance of overtime at his or her place of work or continue therewith as a result of circumstances beyond his or her control on a temporary basis, as well as meal intervals shall be considered overtime.

3. GOVERNING FRAMEWORK

SOURCE	KEY IMPERATIVES
3.1 Basic Conditions of Employment Act, 75 of 1997 (BCEA)	-The Act regulates the number of hours an employee is to work per week; and - regulates the maximum number of hours that can be worked during overtime.

4. SCOPE OF APPLICATION

This policy shall apply to all SASSETA employees.

5. GOVERNING PRINCIPLES

5.1 Only duty in excess of the prescribed hours of work authorised by the CEO or his/her delegate beforehand shall be considered for overtime compensation.



5.2 An employee below the Executive Management level qualifies for compensation in respect of overtime, either in monetary terms or time off.

5.3 No employee shall authorise overtime for himself or herself.

6. CONDITIONS

6.1 Overtime may only be worked with prior approval by the CEO, or his or her delegate and prior arrangements between the CEO, or his or her delegate and the employee. The outputs required by such overtime work must also be agreed between the employee and the CEO, or his or her delegate in advance.

6.2 Employees may not generate their own overtime by non-productive work behaviour.

6.3 In circumstances where the required work can only be done outside normal working hours, such time worked will be recognised as overtime, for example:

6.3.1 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;

6.3.2 Doing work at exhibitions outside of normal working hours, e.g. on weekends or public holidays as well as having to set up or clear up at SASSETA events outside normal hours; and

6.3.3 Working extra hours to reduce backlogs that have been occasioned by unavoidable circumstances recognised by the CEO, his or her delegate.

6.4 The CEO, or his or her delegate 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 EXECUTIVE MANAGEMENT MEMBERS

7.1 Executive Management Members do not qualify for ordinary overtime payment.

7.2 Should an Executive Management Member be required to work overtime; payment thereof may only be approved by the Board or Chairperson of the Board.

8 POLICY GUIDELINES

- 8.1 The overtime hours approved are for the period indicated on the application form only. Should there be hours remaining after the expiry of the overtime period, it shall lapse, and a new application must be completed.
- 8.2 Overtime duty is work performed from 16h00 to 07:30 of the next day during working days or any hours during weekends and Public holidays. As far as possible, overtime will be performed to a minimum of one hour but a maximum of 3 hours after working hours and 10 hours during weekends and public holidays.
- 8.3 An employee shall not be required to work overtime while not required to be at work, or while on any form of leave.
- 8.4 Overtime will be to a maximum of 3 hours per day or 10 hours per week unless otherwise agreed by all parties concerned. That special agreement may increase the maximum permitted overtime to 15 hours a week. Under exceptional circumstances, these set maximum may be exceeded with the approval of relevant authorities if that will serve the interests of SASSETAs business. (0 to 3 hours' overtime will be paid at the minimum of 3 hours. Minimum overtime hours to be worked 3 per day is).
- 8.5 An employee whose salary or hours of overtime are adjusted, must complete an amended claim form for transmission to the salary section.
- 8.6 Paid time off must be granted within one month from entitlement.
- 8.7 Supervisors must ensure that accurate overtime records are kept as provided to them by the employee.
- 8.8 The reasons for overtime remuneration must be clearly motivated by the CEO, or his or her delegate on the prescribed form.
- 8.9 Before applications are considered management must look at other alternatives to manage additional tasks.
- 8.10 Records of voluntary unpaid overtime must also be kept to motivated applications for overtime remuneration, subject to ratification by the CEO, or his or her delegate.



8.11 When an employee must work overtime duty on an urgent request, the urgent request for overtime must be ratified by the CEO, or his or her delegate.

8.12 Temporary employees shall qualify to claim and get compensated for overtime if they are required to work beyond normal SASSETA business hours, subject to ratification by the CEO, or his or her delegate.

8.13 Interns will not be required to work overtime but if circumstances necessitate time off will be granted *in lieu* of overtime worked.

8.14 Only staff earning an annual salary not exceeding the threshold set by the Minister of Labour from time to time qualifies for overtime remuneration.

9 CALCULATION OF OVERTIME REMUNERATION

The overtime rate shall be as determined by the Basic Conditions of Employment Act 75 of 1997.

10 TRAVELLING ARRANGEMENTS IN RESPECT OF OVERTIME

An employee performing overtime duty shall not be compensated for travelling time.

11 CONTROL OF REMUNERATED OVERTIME DUTY

11.1 In order to exercise proper control of remunerated overtime duty, it is the responsibility of the CEO to ensure that:

11.1.1 There are adequate supervision and control measures at all times during the performance of remunerated overtime duty in order to ensure high productivity;

11.1.2 The authorisation for overtime should be reviewed when the time frame or limit of overtime is reached in order to avoid the amount or time allocated being exceeded and remunerated overtime duty should be postponed during trifling periods;

11.1.3 Overtime duty remuneration is efficient and/ or cost effective;

11.1.4 A record of all overtime duty is kept;

11.1.5 An attendance register is kept;

11.1.6 An employee is not employed on overtime duty to such an extent that the quantity and quality of the work (productivity) performed during normal hours of attendance as well as during hours of overtime duty are adversely affected; and

- 11.1.7 The names of employees who are to perform remunerated overtime must be submitted with the request. Claims of employees not listed will not be honoured.
- 11.2 In order to improve control, the CEO or delegate may consider determining beforehand the number of hours' overtime duty is to be performed each day and, as far as possible, setting production targets and/or aims as criteria.
- 11.3 The employer must provide compensation for Sunday or Public Holiday work when the Executive Authority or his or her delegate requires an employee, in writing, to work paid overtime, if the employee does not normally such a day.
- 11.4 Employees earning above the threshold as determined by the Minister of Labour from year to year do not qualify to claim remunerated overtime for working beyond office hours, on weekends and public holidays. They may be given 'time off' to compensate overtime worked.

12 CRITERIA FOR OVERTIME DUTY APPROVAL

- 12.1 An employee will perform a maximum of 10 hours remunerated overtime duty per week over the agreed period of time unless otherwise specifically indicated as an emergency and/or a matter of SASSETA interest. Full details of such overtime shall be provided.
- 12.2 Employees rendering remunerated overtime duty which extends directly from 16h00 (closing time of normal working hours) on any week day, except a week day which falls on a public holiday, may take a time of rest and/ or meal break for a period of 30 minutes, before starting with such remunerated overtime duty, provided that such overtime exceeds 3 continuous hours. The stipulations of this policy are equally applicable to overtime duty rendered away from the office/place of work.
- 12.3 When considering overtime duty, the CEO or his or her delegate may also take into account the following:
- 12.3.1 The circumstances which necessitated the performance of overtime;

12.3.2 The steps which were taken to prevent the performance of overtime duty, for example redistribution of duties among available employees, reallocation of employees, temporary utilisation of staff in other departments, etc;

12.3.3 Particulars of any voluntary (unpaid) overtime duty performed by employees in connection with:

12.3.3.1 The task in respect of which the remunerated overtime duty is requested;

12.3.3.2 The work in the division, sub –division or office in general during the preceding six (6) months;

12.3.3.3 If no voluntary overtime duty has been performed, the reasons therefore;

12.3.3.4 The number and positions of employees who will be required to perform overtime duty;

12.3.3.5 The estimated duration of the overtime duty; and

12.3.3.6 The estimated expenditure on the planned overtime duty.

12.4 When the performance of overtime duty is aimed at addressing backlog, the circumstances that led to the backlog shall be investigated by the Head of Department of that particular section where overtime is being worked, in consultation with the HR Manager, or his or her delegate.

13 WHEN OVERTIME SHALL BE COMPENSATED

Compensation for overtime worked, shall be paid during the salary run of the month following the month on which the overtime was worked.

14 COMPENSATION FOR OVERTIME: NON-MONETARY

14.1 If cash payment in terms of remunerated overtime is not possible due to financial constraints, the CEO or his or her delegate may approve the granting of time off or flexible hours to employees who performed overtime in specific circumstances in excess of their hour in attendance, provided that the employee does not perform additional hours in order to arrange for time off to suit his or her own needs. The employee shall be granted time off equal to time worked.

14.2 The time off granted must be within one (1) month of the employee becoming entitled to it unless an agreement in writing is made to increase the period to a maximum of twelve (12) months.

14.3 Time off granted should be done on the basis of a prior agreement between the relevant employee and his or her immediate supervisor and may not prejudice the service delivery of SASSETA.

15 EXTENT AND PERIOD OF OVERTIME DUTY

The extent and period of remunerated overtime shall be determined by circumstances of work, nature or urgency of work to be undertaken and the target set. Overtime approval will be limited to a maximum period of three (3) continuous months and must be renewed before lapsing where necessary so that further approval is granted. Waiting time must be avoided.

16 APPROVAL

Document Name	Overtime Policy
Year of Current Review	2022/2023
Year of Next Review	2026/2027
Review process championed by the Chief Executive Officer	
Name of the CEO	Mr Thamsanqa Mdontswa
Signature: 	Date: 24/06/2022
Document reviewed and recommended for approval by HR and Remuneration Committee	
Name of the Chairperson	Ms Motlalepula Molefe
Signature: 	Date: 24/06/2022
Approved by the Board	
Name of the Chairperson	Mr Chris Mudau
Signature: 	Date: 24/06/2022