LEPELLE-NKUMPI
LOCAL MUNICIPALITY

LEPELLE-NKUMPI
OVERTIME ALLOWANCE POLICY
2026/2027

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OVERTIME ALLOWANCE POLICY

1. PREAMBLE

The Municipality acknowledges that overtime work is a necessary element of service delivery and thereby makes necessary arrangements for staff members to access the benefit. This policy does not take precedence over any collective agreement which may be in force at the time of its approval.

2. PURPOSE

The purpose of this policy is to regulate overtime work and ensure that overtime work is pre-authorised, except in the case of an emergency, and is in compliance with relevant legislation.

3. SCOPE OF APPLICATION

The policy is applicable to all staff members of the Municipality with the exception of those who earn above the threshold published by the Minister of Employment and Labour from time to time, the senior managers, and staff members who work shifts in terms of their employment contracts.

4. LEGISLATIVE AND POLICY FRAMEWORK

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- South African Local Government Bargaining Council: Collective Agreements

5. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the Regulations or applicable legislation, or as defined and / or explained in the Glossary of Terminology in the Human Resources Policies Manual.

6. PROBLEM STATEMENT

[Unique to each Municipality's situation: state prevailing problems that the policy shall regulates and provide framework for managing them]

7. POLICY PROVISIONS

7.1 Remunerated overtime

7.1.1 Remunerated overtime is calculated on the basis of hours worked in excess of prescribed working hours.

7.1.2 Duty performed by a staff member during a period of leave is not considered for purposes of the payment of remunerated overtime.

7.2 Calculation of overtime payment

7.2.1 Mondays to Saturdays - 1½ X normal pay calculated to an hourly or half-hourly rate.

7.2.2 Sundays and Public Holidays – 2 X normal pay calculated on an hourly or half-hourly rate.

7.3 Conditions for remunerated overtime

7.3.1 Staff members shall not be required or permitted to work overtime for period exceeding

(a) Fourteen (12) hours in a week; and

(b) four (4) hours on any working day.

7.3.2 No staff member shall perform overtime before the relevant person with delegated authority has granted the necessary approval in writing.

7.3.3 A staff member's monthly compensation for overtime shall not exceed thirty per cent (30%) of the staff member's gross monthly salary.

7.3.4 In cases where the monthly overtime compensation exceeds the above limits, the Head of Department where overtime is performed may grant the staff member time-off, based on one hour for every excess hour worked.

7.3.5 Time-off can only be taken if a staff member has accumulated eight hours, and shall not constitute more than five working days during a given financial year.

7.3.6 A staff member performing overtime duty shall not be compensated for travelling time, hence overtime shall be arranged in a manner that the start and end times coincide with times during which public or other alternative transport is available.

7.3.7 If a staff member performs authorised overtime duty at a place other than his / her normal place of work, the travelling time between the two places shall be regarded as overtime duty.

7.3.8 Remunerated overtime shall not be approved for a continuous period of more than four months.

7.3.9 A staff member shall not do overtime as per conditions below, unless in cases where circumstances prevent the staff member to meet these conditions and the relevant Head of Department has ensured that such circumstances are brought to the attention of the HRM Unit when a claim form for such hours is submitted. The Municipal Manager shall then be approached to approve such deviation from conditions:

(a) If a staff member did not book overtime duty on a Saturday, the staff member shall not be allowed to book overtime duty for Sunday.

(b) If a staff member took vacation, sick or special leave on a Friday, that staff member shall not be allowed to book overtime duty for either the Saturday or Sunday.

(c) If a staff member did not start overtime duty immediately following normal knock-off time during the week.

7.3.10 The decision to remunerate overtime with cash, or with time off, shall be made by the Municipal Council from time to time.

7.4 Time off for emergency work

7.4.1 Emergency work means the performing of work that cannot be completed during normal working hours, on instruction of the Head of Department, 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.

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

7.4.3 In such cases staff members shall be granted time off in respect of the first day that such overtime duty was performed prior to obtaining approval.

7.4.4 The time off will be granted on the basis of one hour for every excess hour worked.

7.4.5 Heads of Department shall be responsible for managing of these hours.

7.5 Authorisation and information for remunerated overtime

7.5.1 Authorisation for remunerated overtime duty shall be in accordance with the Municipality delegations.

7.5.2 The following information shall be provided when an application for overtime is submitted for approval:

(a) The circumstances that necessitated the performance of the overtime duty.

(b) The steps, which were taken to prevent the performance of overtime duty such as redistribution of duties among staff members or temporary utilisation of staff members.

(c) Information about any voluntary unpaid overtime duty performed by staff members with regard to the task in respect of which remunerated overtime duty is performed and about general work in the department.

(d) Clearly defined and measurable outputs for the overtime work in respect of every individual staff member for which overtime is requested.

(e) The names and ranks of the staff members who will be required to perform overtime duty.

(f) The duration of the overtime duty.

(g) 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 that will be needed next to each of the above-mentioned.

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

(i) Specific indication about the responsible manager who shall supervise the remunerated overtime, if authorised.

7.6 Control measures for remunerated overtime

It is the responsibility of the Heads of Department to ensure that:

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

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

7.6.3 Overtime remuneration is efficient and cost effective.

7.6.4 Record of all overtime duty is kept.

7.6.5 When the overtime claim is submitted for payment, the output produced during the period covered by the claim form is clearly provided.

7.6.6 All claim forms and a copy of overtime authorisation shall be submitted to the HRM Unit instead of directly to the CFO.

7.7 Administrative measures

7.7.1 A request for remunerated overtime shall be approved by the Head of Department before submission to the HRM Unit for further processing.

7.7.2 All claim forms for approved remunerated overtime duty shall be submitted to the HRM Unit to certify that all information provided, is correct as well as to place a copy of the overtime claim on the staff member's personal file for record purposes.

7.7 Roles and responsibilities

7.8.1 The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy.

7.8.2 The financial implications related to implementing this policy shall be qualified and quantified by Human Resource Management in consultation with the Chief Financial Officer.

8. POLICY MONITORING AND EVALUATION

8.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.

8.2 Non-compliance to the stipulations contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.

8.3 Head of Corporate Services shall carry out the monitoring and evaluation of the policy's implementation.

9. POLICY APPROVAL

This policy was formulated by HR Management in consultation with the Local Labour Forum.

Approved by:

Date	28 May 2026
Resolution Number	6.2.1.05.2025/2026
Signature	