

' ENDUMENI MUNICIPALITY '

OVERTIME & STANDBY

POLICY



ENDUMENI

ENDUMENI LOCAL MUNICIPALITY

OVERTIME AND STANDBY POLICY

Date Approved:	
Date Implemented:	

1. DEFINITIONS

"Labour Act" means the Labour Relations Act, 1995 (Act No. 65 of 1995).

2. OBJECTIVE

This policy is to ensure a clear policy guideline is established for all employees of the municipality for working overtime and performing standby duties.

3. PRINCIPLES

3.1 *OVERTIME:*

- 3.1.1 Overtime work must be restricted to the minimum and must not be seen as a mechanism to earn more money.
- 3.1.2 Overtime work must only be performed when the work to be done is of an urgent nature and cannot wait to be performed during normal working hours.
- 3.1.3 Scheduled overtime work may only be authorised by the relevant Head of Department after a full written motivation has been provided.
- 3.1.4 Unscheduled overtime work must be ratified by the Head Of Department on the first subsequent working day on which the overtime was performed, failing which no overtime will be paid.
- 3.1.5 Employees who are prohibited from working overtime as a result of their managerial position as stipulated in the Labour Relations Act may not claim overtime rates when called upon to work overtime in terms of this policy.

- 3.1.6 Normal overtime rates as stipulated in the Labour Relations Act will be paid to employees earning less than the salary income determined by the Minister.
- 3.1.7 Employees earning more than the salary income determined by the Minister will be paid overtime rates as per agreement between themselves and the Council or be permitted to take time off in lieu of overtime as per agreement between themselves and the Council.
- 3.1.8 The budgeted amount for overtime may not be exceeded without the Council's approval.

3.2 *STANDBY:*

- 3.2.1 Standby may only be worked by those employees who are designated to be available to perform emergency services on public holidays and after normal working hours.
- 3.2.2 Designated employees, when on standby, must be available within the municipal areas to perform the relevant duties.
- 3.2.3 Designated employees must ensure that they are at all times prepared and ready to perform duties when on standby.
- 3.2.4 The standby rates as approved by the Council and in terms of the Bargaining Council Collective Agreements as set from time to time will be paid to the designated employees.
- 3.2.5 The budgeted amount for standby duties may not be exceeded without the Council's approval.