

DANNHAUSER MUNICIPALITY



POLICY ON OVERTIME AND STANDBY 2025/2026

POLICY ON OVERTIME AND STANDBY

1. DEFINITIONS

“Labour Act” means the Labour Relations Act, 1995 (Act No 65 of 1995)

2. OBJECTIVES

This policy is to ensure that a clear policy guideline is established for all employees of the municipality for working overtime and performing standby duties. This policy serves to guide management regarding overtime worked and payment thereof, as required by the Basic Conditions of Employment Act.

3. PRINCIPLES

3.1 OVERTIME AND STANDBY

3.1.1 Overtime only commences after completion of ordinary daily or weekly working hours. Overtime can only be claimed for actual hours worked and exclude travelling time.

3.1.2 Overtime and standby, work must be restricted to the minimum and must not be seen as a mechanism to earn an additional income.

3.1.3 Overtime and standby is not to be planned, but it's for only emergencies, life threatening situations and only by the essential workers.

- 3.1.4 Overtime work must only be performed in circumstances when the work to be done is of an urgent nature and cannot wait to be performed during normal working hours.
- 3.1.5 Scheduled overtime work may only be authorized by the relevant Head of Department prior to the work being undertaken. Written authorization must accompany an approved overtime form. The clocking report must accompany overtime claim.
- 3.1.6 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.
- 3.1.7 Employees who are prohibited from working overtime as a result of their managerial position as stipulated in the Basic Conditions of Service Act may not claim overtime rates when called upon to work overtime in terms of this policy but can claim time due.
- 3.1.8 Overtime worked by an employee may be taken as time due or paid out depending on the agreement between the employee and HOD.
- 3.1.9 An employee may not be allowed to work for more than forty hours a month or 10 hours a week. If hours worked exceeds, it will not be paid but they can be converted in to leave.
- 3.1.9 Essential services or employees that performing duties of emergencies service will be able to work 40 hours per month however their overtime allowance or standby may not exceed 30% of their monthly salary or two weeks. Written approval is required by the HOD & CFO / MM prior to work being undertaken.

- 3.1.10 Normal overtime rates as stipulated in the Labour Act will be paid to employees for overtime work.
- 3.1.11 Payment for overtime is dealt with in terms of Basic Conditions of Employment Act 75 of 1997, Chapter 2, Section 10(2), (3a,b) & (4a)

3.2 STANDBY

- 3.2.1 Standby may only be performed by essential workers and employees who are designated to be available to perform emergency services on public 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 shall not exceed more than two weeks per month.

The standby rates as approved by the Council from time to time will be paid to the designated employees.

4. CONCLUSION

Overtime and standby should be on the rotational plan between the employees within the department and it must be monitored by the HOD's.

5. POLICY ADOPTION

This policy has been considered and approved by the Council of **Dannhauser Municipality** on this day..... of 2025 and will be implemented as from 1 July 2025.