



MOGALE CITY LOCAL MUNICIPALITY

# OVERTIME POLICY

2025 -2026

## DOCUMENT MANAGEMENT

Document Name	Overtime Policy
Ownership	<ol style="list-style-type: none"><li>1. Council;</li><li>2. Municipal Manager;</li><li>3. Executive Manager: Corporate Support Services and CFO</li><li>4. Manager: Human Capital Management</li><li>5. Manager: Expenditure</li></ol>
Custodian	Assistant Manager: Human Capital Administration Assistant Managers: Payroll
Effective Date	
Approval Date	

APPROVED

## TABLE OF CONTENTS

1.	ABBREVIATION AND DEFINITIONS.....	5
2.	EXECUTIVE STATEMENT .....	6
3.	INTRODUCTION .....	6
4.	ROLES AND RESPONSIBILITIES.....	7
5.	LINKS TO OTHER POLICIES AND STRATEGIES .....	9
6.	SCOPE .....	9
7.	POLICY CONTENT .....	9
8.	PROCEDURES.....	10
9.	IMPLEMENTATIONS OF THE POLICY .....	11
10.	FINANCIAL IMPLICATIONS .....	11
11.	MONITORING AND EVALUATION OF THE POLICY .....	11
12.	POLICY REVIEW.....	11
13.	COMMUNICATIONS .....	11
14.	COMPLIANCE .....	11
15.	PRECEDING POLICIES RESCINDED .....	11
16.	APPROVAL .....	11

## 1. ABBREVIATION AND DEFINITIONS

### 1.1 Abbreviations

ABBREVIATION	ACRONYM
MCLM	Mogale City Local Municipality
HCM	Human Capital Management
HCA	Human Capital Administration
MM	Municipal Manager
SALGA	The South African Local Government Association
SALGBC	South African Local Government Bargaining Council

### 1.2 Definitions

For the purpose of this policy, the following definitions apply:

TERM	DEFINITIONS
Eligible Employees	Having the right to do or obtain something, satisfying the appropriate conditions
Executive Managers	Managers directly accountable to the Municipal Manager
Employee	<ul style="list-style-type: none"><li>a) Any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any overtime; and</li><li>b) Any other person who in any manner assists in carrying on or conducting the business of an employer</li></ul>
Employer	Refers to the Mogale City Local Municipality
Job	<ul style="list-style-type: none"><li>a) A job is equivalent to job classification levels.</li><li>b) The same job group can be found in many departments and can be performed by more than one individual.</li><li>c) Jobs are defined, for our purpose, by information types of objects (name), relationships and description</li></ul>
Management	Means the Municipal Manager, Executive Managers, Managers, Assistant Managers and Supervisors
Municipality	<p>Means</p> <ul style="list-style-type: none"><li>a) The Mogale City Local Municipality; and</li><li>b) Includes Municipal Council and any Committee of the Council established in terms of Section 79 or</li></ul>

TERM	DEFINITIONS
	Section 80 of the Local Government: Municipal Structures Act, 1998 (Act No.117 of 1998) as amended
Ordinary hours of work	The hours as defined in the employment contract read with the Collective Agreement, and the Basic Conditions of Employment
Emergency Work	Work which is required to be done without delay owing to circumstances for which the Municipality could not reasonably have been expected to make provision for and cannot be performed by employees during their ordinary hours of work such as accidents and <i>vis major</i> after hours.
Position	<p>a) Positions are concrete representations of jobs. They are held by individuals in an organization and are specific to your organization. More than one position can be based on the same job.</p> <p>b) Each position typically represents one employee, but may be partially filled by more than one</p>
Public Holiday	Means any day that is a Public Holiday in terms of the Public Holidays Act 36 of 1994
Overtime	Means allowances, compensation in money or time off for shifts, stand by and worked
Supervisory Level	Employees appointed in positions at job grade 6-5
Trade Union(s)	<p>Means either IMATU and/ or SAMWU</p> <p>or</p> <p>A Trade Union with organizational rights in terms of the Labour Relations Act (Act 66 of 1995)</p>

## 2. EXECUTIVE STATEMENT

Mogale City Local Municipality is committed to a fair working environment and to ensuring that the basic conditions of employment for its staff are in compliance with national legislation and norms.

Accordingly, the Mogale City Local Municipality considers it necessary to adopt an Overtime Policy to govern the working of overtime and payment of remuneration in respect thereof.

## 3. INTRODUCTION

The Basic Conditions of Employment, Act 75 of 1997 regulates the conditions under which an employer may require an employee to work overtime, as well as the remuneration thereof. Further to this the Determination on Earnings Threshold by the Minister of Labour sets the limit on the salary notch beyond

which overtime conditions as stipulated in Basic Conditions of Employment Act do not apply. The Policy is meant to regularize payment of overtime in monetary value or time off.

### **3.1 Rationale and Objectives of the Overtimes Policy**

- 3.1.1 To provide uniform provisions and principles regarding the allocation of overtime work.
- 3.1.2 To provide a framework for the regulation of overtime, and adherence to legislation
- 3.1.3 To provide a framework for the remuneration of employees for work performed outside official working hours.
- 3.1.4 Overtime should not be regarded as a means of earning an extra money.

### **3.2 Legislative Frameworks**

The applicable legislative framework includes, but not limited, to the following.

- 3.2.1 Municipal Systems Act, Act 32 of 2000 (as amended)
- 3.2.2 Basic Conditions of Employment Act 75 of 1997 (as Amended)
- 3.2.3 Labour Relations Act 66 of 1995 as Amended
- 3.2.4 South African Local Government Bargaining Council (Gauteng Division) Divisional
- 3.2.5 Conditions of Service Collective Agreement.
- 3.2.6 Employment Equity Act, 55 of 1998 (as amended)

## **4. ROLES AND RESPONSIBILITIES**

The implementation of the Overtime policy is the responsibility of the Expenditure (Payroll) in conjunction with Executive Managers and Line Managers.

<b>DIVISION/ DESIGNATION</b>	<b>RESPONSIBILITY</b>
Council	Approve the Overtime Policy
Municipal Manager	<ul style="list-style-type: none"><li>a) Account for the overall Overtime Policy implementation to the Executive Mayor.</li><li>b) Ensures good governance and oversight of the overtime policy.</li><li>c) Establishes systems, procedures, and processes to ensure efficient and effective operations.</li><li>d) Approves reports for emergency overtime.</li></ul>
Executive Managers and Middle-level Managers	<ul style="list-style-type: none"><li>a) Acquaint themselves with all relevant legislation related to the Overtime Policy</li><li>b) Take all the necessary steps to ensure that all employees who report to them are aware of and comply with the Overtime Policy</li><li>c) Ensure that overtime of all employees in the Municipality is done in accordance with the Overtime Policy.</li><li>d) Ensure the correct implementation of and adherence to the approved Overtime Policy.</li></ul>

DIVISION/ DESIGNATION	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>e) Ensure that the Overtime is adhered to and implemented within the departments and division.</li> <li>f) Report on and manage exceptions to this policy and refer all exceptions to the Municipal Manager</li> <li>g) Accounts to the MM regarding the implementation of the Overtime Policy</li> <li>h) Identify necessary means to circumvent and reduce overtime and stand-by</li> </ul>
Supervisors and Assistant Managers	<ul style="list-style-type: none"> <li>a) Ensure that overtime is not abused.</li> <li>b) Implement and ensure compliance with the policy.</li> <li>c) Identify and determine alternatives to Overtime.</li> <li>d) Overtime work is minimized.</li> <li>e) There is adequate control of remunerated overtime duty, either Supervision or by controlling outputs.</li> <li>f) Overtime remuneration is cost-effective.</li> <li>g) Records of all circumstances which necessitated overtime and overtime performed must be kept.</li> <li>h) A record of attendance is kept and duly signed by the Manager / Supervisor.</li> </ul>
Internal Audit	The Internal Audit Division is responsible for all audit queries in relation to the Overtime Policy
Human Capital Management	<ul style="list-style-type: none"> <li>a) Ensure that the policy is developed and approved.</li> <li>b) Advise stakeholders in relation to adhering to policy.</li> <li>c) Provide guidance on the management of the exceptions to this policy.</li> <li>d) Share relevant legislative amendments with Expenditure Management that requires revision.</li> </ul>
Human Capital Administration	<ul style="list-style-type: none"> <li>a) Facilitate training and awareness programmes to ensure efficient and effective implementation of the Overtime Policy</li> <li>b) Ensure that the Policy is reviewed and updated on an ongoing basis.</li> <li>c) Ensure accuracy on the content of the policy.</li> <li>d) Ensure that the policy is kept current and communicated to all staff</li> <li>e) Ensures that policy is compliant with statutory requirements.</li> <li>f) Annually review and make the required amendments to the Overtime Policy</li> </ul>
Expenditure Management	<ul style="list-style-type: none"> <li>a) Monitor, evaluate and ensure the correct implementation of the Overtime Policy</li> <li>b) Ensure that the Overtime Policy complies with the Council resolutions, applicable legislation, conditions of service and relevant bargaining council agreements.</li> <li>c) Ensure that there is fairness and consistency in terms of all relevant legislation, particularly the Employment Equity Act provisions.</li> <li>d) Ensure that a suitable system to support the Overtime Policy is in place.</li> <li>e) Ensure that the threshold is reviewed and amended annually as per Ministerial determination.</li> <li>f) Process the payroll in accordance with SARS requirements.</li> <li>g) Attend to and resolve payroll queries in relation to the Overtime policy.</li> <li>h) Ensures correct calculation of overtime.</li> </ul>



DIVISION/ DESIGNATION	RESPONSIBILITY
	i) Ensure database integrity. j) to Resolve overtime issues with respective Departments
Trade Unions	Share information on the approved overtime policy with their members as required
Employees	All employees are responsible for complying/ adhering to the approved Overtime Policy

## 5. LINKS TO OTHER POLICIES AND STRATEGIES

In addition to the legislative frameworks, this policy should read with the following documents:

- 5.1 Remuneration Policy
- 5.2 Minimum Service Agreement (Essential Services)

## 6. SCOPE

- 6.1 The Policy shall apply to all permanent employees of Mogale City Local Municipality.
- 6.2 The overtime policy excludes the Municipal Manager and Executive Managers.

## 7. POLICY CONTENT

### 7.1 The following factors shall influence pay within MCLM:

- 7.1.1 Conditions of Service
- 7.1.2 Wage negotiations
- 7.1.3 Affordability of the Municipality

### 7.2 GENERAL POLICY PROVISIONS

#### 7.2.1 Threshold

- 7.2.1.1 Only staff earning an annual salary not exceeding the threshold set by the Minister of Labour from time to time qualifies for overtime remuneration.
- 7.2.1.2 On the 1<sup>st</sup> of March of every year, the threshold will be revised as regulated.

#### 7.2.2 Emergency Overtime

- 7.2.2.1 Approval to work emergency overtime must be applied for at least two (2) days in advance.
- 7.2.2.2 Non-monetary payment for emergency overtime worked for employees above threshold, shall be taken in lieu of hours worked.
- 7.2.2.3 A motivation on time off to be taken must be signed by the relevant Executive Manager.
- 7.2.2.4 Overtime leave cannot be converted into any other type of leave or uncashed.

7.2.2.5 Requests for exemptions from the salary threshold shall be submitted to the Municipal Manager in advance and must include a list of employees required to work emergency overtime as well as relevant motivations.

**7.3 The following five job categories are exempted from the salary threshold and may be remunerated in terms of section 10 of the Basic Conditions of Employment act of 1997:**

7.3.1 Traffic Law Enforcement and Security Services: from rank of Superintendent and lower.

7.3.2 Fire and Rescue Services: from rank of Leading Fire Fighter and lower.

7.3.3 Streets and Storm water: from Foreman and lower

7.3.4 Water and Sanitation: from Superintendent and lower

7.3.5 Electrical Engineering: from Superintendent and lower

**NOTE: All other principles and procedures of the Overtime Policy remain in place for the above exempted job categories and must be always adhered to.**

**7.4 Non-Remuneration of Overtime**

7.4.1 Non-essential overtime such as administrative support functions shall not be allowed on Sundays and Public holidays.

7.4.2 Overtime for the purpose of cleaning and preparation of community facilities such as halls and sport facilities, on occasions that these facilities are booked, may be allowed on Sundays and Public holidays provided that prior approval is obtained from the relevant Executive Manager.

7.4.3 Overtime for the purpose of coordinating and facilitating of activities of Council including the deploying of resources such as public address systems, chairs and tables during community meetings may be allowed on Sundays and Public holidays provided that the overtime for these activities is in accordance with the Public Participation Program of Council and prior approval is obtained from the relevant Executive Manager.

7.4.4 The Municipal Manager is mandated to approve and/or recall exemptions from the salary threshold if and when necessary.

**8. PROCEDURES**

8.1 Respective supervisors are to complete the attached "Application to Work Overtime Form" (Annexure A). The application form should stipulate the reason for the task/s to be conducted outside of normal working hours, as well as the dates and times during which these tasks will be undertaken.

8.2 The duly completed form should be approved by the Executive Manager.

8.3 The actual overtime hours worked is to be recorded on the overtime sheet (Annexure B). The Supervisor must sign the overtime sheet as verification of the overtime hours worked by the staff member.

- 8.4 Remuneration of overtime worked shall be in accordance with the BCEA no. 75 of 1997, as well as any other South African Local Government Bargaining Council (SALGBC) or workplace agreements concluded from time to time.

## **9. IMPLEMENTATIONS OF THE POLICY**

- 9.1 The execution of the overtime policy shall be based on sound corporate governance principles.  
9.2 The implementation of Overtime Policy shall be effected a day after approval by Council.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 The implementation of the Overtime Policy has financial implications for the Municipality.  
10.2 Implementation of some of the provisions of Overtime Policy shall be subject to the financial viability of the Municipality.  
10.3 All departments must budget for Overtime according to the MSCOA requirements.

## **11. MONITORING AND EVALUATION OF THE POLICY**

- 11.1 All Departments shall monitor and evaluate the implementation and compliance of the Overtime Policy.  
11.2 No deviation to the Overtime Policy and procedure requirements is permitted. Any possible breaches of the Overtime Policy will be monitored by Payroll sub-division and reported to respective Department accordingly.

## **12. POLICY REVIEW**

- 12.1 The Overtime Policy will be reviewed on annual basis and revised as necessary.

## **13. COMMUNICATIONS**

- 13.1 The Overtime Policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

## **14. COMPLIANCE**

- 14.1 Any contravention to this policy shall be constituted as misconduct.

## **15. PRECEDING POLICIES RESCINDED**

- 15.1 The previous policies in respect of this subject are RESCINDED and REPLACED with this new policy upon approval.

## **16. APPROVAL**

Council:	Mogale City Local Municipality
Signature:	
Date Approved:	
Effective Date:	

APPROVED

**APPLICATION TO WORK OVERTIME**

(A separate form needs to be completed for each employee required to work overtime)

<b>EMPLOYEE</b>	Name: .....		Pay No: .....
	Designation: .....		Post level: .....
	I, ..... ID No .....  hereby agree to work overtime as indicated below, provided that the intended overtime is approved by Management.   <b>SIGNED: .....</b> <b>DATE: .....</b> <b>EMPLOYEE</b>		
<b>SUPERVISOR</b>	I, ..... herewith request permission for the above mentioned staff member under my supervision to work overtime on the following date/s:		
	<b>Date</b>	<b>Envisaged Hours</b>	

**The reason for the overtime  
being as follows:**

—

—

—

**SIGNED:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**SUPERVISOR**

**Overtime Authorized / Not Authorized: (Refer to  
Delegated Authority)**

**ASSISTANT MANAGER/ MANAGER:**

\_\_\_\_\_

**DATE:** \_\_\_\_\_

**EM/CFO/CAE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Annexure B

**MOGALE CITY LOCAL MUNICIPALITY**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

Date	Overtime worked				Time taken off			Balance	Reason	Signature Supervisor
	From	To	Time	Converted	From	To	Time			

**Signature of Employee:** \_\_\_\_\_ **Balance overtime** \_\_\_\_\_

**APPROVED / NOT APPROVED** \_\_\_\_\_

**SIGNATURE: MANAGER** \_\_\_\_\_