

**Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni**

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<p>TO</p> <p>ALL CHIEF DIRECTORS AND DIRECTORS, HEADS OF SUB-DIRECTORATES AND DIVISIONS AT HEAD OFFICE, REGIONAL DIRECTORS, AREA MANAGERS, CIRCUIT MANAGERS AND HEADS OF EDUCATIONAL INSTITUTIONS</p>	<p>]</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Kantoor van die Office of the I-Ofisi ye</td> <td style="width: 50%;">Head of Education</td> </tr> <tr> <td>Privaatsak Private Bag</td> <td>9114</td> </tr> <tr> <td>Dorp/Stad Town/City iDolophi/iSixeko</td> <td>CAPE TOWN</td> </tr> <tr> <td>Poskode/Postal Code iKholo iLePosti</td> <td>8000</td> </tr> <tr> <td></td> <td style="text-align: right;">Faks Fax 419-5967</td> </tr> <tr> <td>Datum/Date Umhla</td> <td>5 December 1997</td> </tr> </table>	Kantoor van die Office of the I-Ofisi ye	Head of Education	Privaatsak Private Bag	9114	Dorp/Stad Town/City iDolophi/iSixeko	CAPE TOWN	Poskode/Postal Code iKholo iLePosti	8000		Faks Fax 419-5967	Datum/Date Umhla	5 December 1997
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CIRCULAR 0106/1997

APPLICATION FOR OVERTIME REMUNERATION : NON CS-EDUCATORS : PERSONNEL

1. It is noted with concern that the procedure and instructions as set out in Public Service Staff Code (PSSC) DV/IV/7 to be followed when applying for overtime service are not being adhered to.
2. On account of the extremely difficult financial constraints under which the WCED has to function, it is essential to bring to the attention of all the proper procedure for applying for overtime remuneration.
3. It must once again be stressed that duly motivated applications for overtime remuneration must be submitted timeously and that organised overtime service may not commence unless prior approval has been granted. **NO POST FACTO APPROVAL WILL BE GRANTED AT ALL.**
4. When considering overtime duty the heads of institutions/offices should also take into account the following:
 - (i) The circumstances which necessitated the performance of overtime duty.
 - (ii) The steps which were taken to prevent the performance of overtime duty, for example redistribution of duties among available staff, reallocation of staff, temporary utilisation of staff in other divisions, etc.
 - (iii) Particulars of any voluntary (unpaid) overtime duty performed by staff in connection with:

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- (aa) the task in respect of which the remunerated overtime duty is requested; and
 - (bb) the work in the division, sub-division or office/institution in general during the preceding six months.
 - (iv) If no voluntary overtime duty has been performed, the reasons therefore.
 - (v) The numbers and ranks of the officers and employees who will be required to perform overtime duty.
 - (vi) The estimated duration of the overtime duty.
 - (vii) The estimated expenditure on the planned overtime duty.
 - (viii) When the performance of overtime duty is aimed at the completion of work that has fallen in arrears, the circumstances should be investigated.
5. Once approval for overtime remuneration has been granted, it is imperative that the fundamental aspects as prescribed in Treasury Instructions K2.3.7 and K2.2.5 are conscientiously complied with. The relevant instructions require, inter alia, that
- (i) a register or reliable record be kept and that this register or record be checked, initialled and dated by the head of the office/institutions;
 - (ii) this register or record be kept in safe custody for auditing and financial purposes;
 - (iii) that leave registers be kept and that all vacation and sick leave days to be taken into account when calculating overtime.
 - (iv) all claims be verified by the relevant head of the office/institution;
 - (v) that all claims be processed by the Personnel Office concerned;
 - (vi) inspections be regularly conducted to ensure proper control of overtime service.
6. A further source of concern is that no proper control is exercised over the use of state transport when overtime service is performed. Heads of offices/institutions must in future please certify whether control measures for the state transport exist and whether they have been complied with and furthermore, that the necessary deductions for the use of state transport have been instituted throughout.
7. The fact that these procedures and stipulations are brought to the attention does not mean that applications for overtime remuneration must be submitted for overtime remuneration. The WCED simply does not have the financial resources to approve applications for overtime remuneration.
8. Your co-operation concerning the above matter is appreciated.


HEAD, EDUCATION