



Isalathiso: 20180301-9943
3/3/2/4/2
Imibuzo: IZiko leeFoni

ISetyhula: 0016/2018
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNgcali zeMfundo eziziiNtloko, kumaSekela Balawuli nakwiMibutho yezaBasebenzi eVunyiweyo

Isishwankathelo esifutshane: *Ukuphunyezwa kweMimiselo yeNkonzo kaRhulumente yokuqingqa intlawulo ye-ovathayim ibe ngu-30% womvuzo waqho ngenyanga*

Isihloko: Imbuyiselo ye-ovathayim egqithisileyo ku-30%: Utoliko loMmiselo 49(1)(c) weMimiselo yeNkonzo kaRhulumente, ka-2016

1. UMmiselo otshitshisiweyo oyi-D2/VII of the Public Service Regulations (PSR), 2001, owawupapashwe kwiGazethi kaRhulumente No. R.1 yowe-05 Januwari 2001, wagqiba ngokubhekisele kwi-ovathayim ukuba ugunyaziwe olawulayo unokumbuyekeza umqeshwa xa esebenze i-ovathayim ukuba ngaba,
 - 1.1 umqeshwa akayonxalenye yeNkonzo yaBaphathi aBakhulu (*Senior Management Service*) (SMS); kwaye
 - 1.2 ngaphandle kwakwiimeko ezinxahileyo, imbuyiselo yaqho ngenyanga ye-ovathayim inganeno kwe-30% yomvuzo womqeshwa waqho ngenyanga.
2. Ngokubhengezwa kwePublic Service Regulations (PSR), ka-2016, eyayipapashwe kwiGazethi kaRhulumente No. 40167 yange-29 Julayi 2016, uMmiselo 49(1) ucacisa ukuba ugunyaziwe olawulayo uya kumbuyekeza umqeshwa, oku akungabhekiswanga kulowo ulilungu leSMS, ngomsebenzi we-ovathayim ukuba imbuyiselo yenyanga ye-ovathayim inganeno kwe-30% yomvuzo womqeshwa waqho ngenyanga okanye umqathango ogqitywe nguMphathiswa, nokuba sesiphi isixa esinganeno.
3. Ngokumalunga nabaqeshwa abaneenotshi zomvuzo ezingaphezu kwenotshi 1 yenqanaba lomvuzo 8, inotshi esezantsi ekuqingqwe kuyo imbuyiselo ye-ovathayim, umqathango we-30% usebenza kumvuzo ongekaxhuzulwa (*basic salary*) oyi-**R281 418**

qho ngonyaka. Lo mvuzo usandula ukuchazwa ulungelelwaniswa qho ngonyaka kunye neendleko ngokubanzi ezilungiselelwe ukuphila (*general cost of living adjustment*).

4. Iinguqu ezibaluleke gqitha ezaye zaziswa kunye noMmiselo 49(1), ekubhekiselwe kuzo ngentla zezokuba:
 - 4.1 intlawulo ye-ovathayim yomqeshwa yaqho ngenyanga ngoku **iqingawe yangu-30%** womvuzo waqho ngenyanga okanye umqathango ogqitywe nguMphathiswa, nokuba kokuphi okunganeno, kwakhona ingabi ngaphezu kwe-**R281 418** ngokubhekisele kwinqanaba lomvuzo 8; kwaye
 - 4.2 ugunyaziwe olawulayo **akasenalo** igunya lokuvuma imbuyiselo ye-ovathayim ukuba igqithe ku-30% womvuzo womqeshwa waqho ngenyanga ngenxa yeemeko ezinxaxhileyo.
5. Ngokubhekisele kokukhankanywe ngentla, zonke izigunyaziso ze-ovathayim ezaziphawulelwe ukugqitha kumthetho we-30% ziya kufakwa kwii-akhayivu kwenziwe ugunyaziso lwe-ovathayim olutsha.
6. Kucelwa wazise okukule setyhula bonke abaqeshwa abaphantsi kolawulo lwakho ukuze bakuthathele ingqalelo. Kwakhona, fumana kuqhotyoshelwe apha ifom ye-ovathayim efakelwe izilungiso ukuze inikwe kwaye isetyenziswe ngabachaphazelekayo.

ISAYINWE: NGU-LJ ELY

USEKELA MLAWULI-JIKELELE WEMICIMBI YESEBE

UMHLA: 2018-03-23



WESTERN CAPE EDUCATION DEPARTMENT

COMPENSATION FOR OVERTIME

- NOTE:
1. Remuneration for overtime is payable in terms of PSCBC Resolution 1/2007 and the WCED Policy Framework for Compensation for Overtime.
 2. Should the space provided be insufficient for the answers to the questions, addendums could be attached.

DIRECTORATE:

SECTION A: APPLICATION

- 1 Application is hereby made to perform paid overtime as per the particulars indicated hereunder.
- 2 The need for this overtime is explained in Section B hereunder.
- 3 The period of overtime to be worked appears at B6 hereunder.
- 4 The payment / compensation for overtime is at the rate as set out in PSCBC Resolution 1/2007;
- 5 The employees / officials attached to the directorate / component / institution and as indicated at Section C of this application will be engaged in the paid overtime.

SECTION B: MOTIVATION AND RECOMMENDATION BY OFFICE OR INSTITUTION HEAD

- B1. Explain the circumstances that have made it necessary for paid overtime to be worked.

B2. Have the following steps been taken to avoid overtime?

(i) Redistribution of duties amongst available personnel

YES	NO
YES	NO
YES	NO

(ii) Reassignment of personnel

(iii) Temporary use of personnel from other sections

B3 Explain other steps that have been taken to avoid overtime.

B4 If the answer to any of the above was "NO", please provide reasons why it has not been considered or done.

B5. Have the personnel to be involved already done unpaid voluntary overtime in respect of the following?

(i) The task for which overtime is being requested

YES	NO
-----	----

(ii) Any work in the section, subsection or office in general, during the previous 6 months

YES	NO
-----	----

If the answer in both instances is "NO", give reasons why it was not done. If "YES", explain the circumstances.

B6 Period of overtime to be worked:

From:

To:

SECTION C: STAFF IMPLICATIONS

C1. The following officials / employees will be involved in the paid overtime

(TOTAL NUMBER OF EMPLOYEES:)

No	Persal Nr	Name	Rank	Overall number of overtime hours to be worked

C2. No official / employee who is absent from fulltime / normal duty as a result of leave of whatever nature will be allowed to work paid overtime.

- C3. Officials / employees, who, as a result of unforeseen circumstances, are not available to continue with this paid overtime work, will be duly replaced by other officials / employees where applicable and where feasible.

SECTION D: FINANCIAL IMPLICATIONS

D1 Expenditure for this overtime: R

D2 Funds in the directorate's / institution's budget for this overtime are

AVAILABLE / *NOT AVAILABLE

***NOTE:** *In the event that funds are not available, then the Chief Director's attention must be **DISTINCTLY** drawn to same*

SECTION E: MANAGEMENT OF OVERTIME

- E1 There will at all times be adequate supervision and control measures during the performance of the remunerated overtime.
E2 A complete record will be kept of all overtime.
E3 Attendance registers will be completed and signed by both the officials / employee(s) and supervisor.
E4 The necessary claims for the use of government transport will be verified throughout.

SECTION F: RECOMMENDATION

F1 I recommend that APPROVAL be granted that / for:

- (i) Paid overtime duty be performed for the period and to the officials / employees indicated under items B6 and C1 respectively of this application;
(ii) Officials / employees, who, as a result of unforeseen circumstances, are not available to continue with this paid overtime work, be duly replaced by other officials / employees where applicable and feasible.

.....
**SIGNATURE OF OFFICE HEAD
OR INSTITUTION**

.....
OFFICIAL TITLE

.....
DATE

SECTION G: DECISION BY DELEGATED AUTHORITY

G1 THIS APPLICATION IS NOTED.

G2 Paid overtime duty be performed for the period and by the officials / employees indicated under items B6 and C1 respectively of this application is -

APPROVED / NOT APPROVED;

G3 Officials / employees, who, as a result of unforeseen circumstances, are not available to continue with this paid overtime work, are duly replaced by other officials / employees where applicable and feasible -

APPROVED / NOT APPROVED;

G4 Funds for this purpose are available in programme

.....

G5 The relevant line manager or supervisor must, during the overtime project, submit a monthly progress report and after completion of the overtime certify that the purpose of the overtime has been accomplished satisfactorily. The progress report and / or the certificate must be submitted to the Chief Director (delegated authority)

G6 Additional conditions / comments

.....
SIGNATURE
CHIEF DIRECTOR

.....
DATE