



Verwysing: 20180301-9943  
3/3/2/4/2  
Navrae: Inbelsentrum

Omsendbrief: 0016/2018  
Vervaldatum: Geen

Aan: Adjunk-Direkteurs-Generaal, Hoofdirekteure, Direkteure, Hoofonderwys-  
kundiges, Adjunkdirekteure en Erkende Werknemerparty

Kort opsomming: *Implementering van nuwe Staatsdiensregulasies om oortydbetaling  
tot 30% van maandelikse salaris te beperk*

**Onderwerp: Oortydvergoeding bo 30%: Interpretasie van Regulasie 49(1)(c) van die  
Staatsdiensregulasies, 2016**

1. Wat oortyd betref, het die herroepe Regulasie D2/V/I van die *Staatsdiensregulasies (SDR), 2001, gepubliseer in Staatskoerant No. R.1 van 5 Januarie 2001*, bepaal dat die uitvoerende gesag 'n werknemer vir oortyd mag vergoed, indien
  - 1.1 die werknemer nie aan die Senior Bestuursdiens (SBD) behoort nie; en
  - 1.2 Tensy in uitsonderlike omstandighede, die maandelikse vergoeding vir oortyd minder as 30% van die werknemer se maandelikse salaris uitmaak.
2. Met die proklamasie van die *Staatsdiensregulasies (SDR), 2016, gepubliseer in Staatskoerant No. 40167 van 29 Julie 2016*, stipuleer Regulasie 49(1) dat 'n uitvoerende gesag 'n werknemer, wat nie 'n lid van die SBD is nie, vir oortyd werk sal vergoed as die maandelikse vergoeding vir oortyd minder as 30% van die werknemer se maandelikse salaris uitmaak, of die beperking soos bepaal deur die Minister – watter een ook al die minste is.
3. Ten opsigte van werknemers met salariskerwe bo kerf 1 van salarisvlak 8, die minimumkerf waarop die boperk van oortydvergoeding gestel word, is die beperking van 30% op 'n basiese salaris van **R281 418** per jaar van toepassing. Laasgenoemde word jaarliks met die algemene verhoging van lewenskoste aangepas.
4. Die belangrike veranderings wat met Regulasie 49(1), waarna hierbo verwys word, meegebring is, is dat:

- 4.1 'n werknemer se maandelikse oortydbetaling nou beperk is tot 30% van sy/haar maandelikse salaris, of die beperking soos deur die Minister bepaal, watter een ook al die minste is, ook nie meer as **R281 418** ten opsigte van salarisvlak 8 en hoër nie; en
- 4.2 'n uitvoerende gesag **nie meer** die gesag het om goed te keur dat die oortydvergoeding as gevolg van uitsonderlike omstandighede 30% van die werknemer se maandelikse salaris mag oorskry nie.
5. Ten opsigte van die bovermelde, sal alle bestaande oortydmagtigings wat gemerk is om die 30%-geldigverklaring te oorskry in die argief bewaar word en 'n nuwe oortydmagtiging sal gegenereer word.
6. Bring asseblief die inhoud van hierdie omsendbrief onder die aandag van alle werknemers onder u toesig. Hierby aangeheg is ook die gewysigde oortydvorm vir verdere verspreiding en gebruik.

**GETEKEN:** LJ ELY

**ADJUNK-DIREKTEUR-GENERAAL: KORPORATIEWE DIENSTE**

**DATUM:** 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.

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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.

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

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

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

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**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

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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

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**SIGNATURE**  
**CHIEF DIRECTOR**

.....  
**DATE**