

PROVINSIALE REGERING: WES-KAAP
PROVINCIAL GOVERNMENT: WESTERN CAPE

AANSOEK OM OORTYDBESOLDIGING
APPLICATION FOR OVERTIME REMUNERATION

Notas/Notes:

- (1) Oortydbesoldiging geskied ingevolge een of meer van die volgende wetlike magtigings:/Overtime remuneration is paid in terms of one or more of the following statutory authorisations:
- Die Wet op Basiese Diensvoorwaardes, 1997
Basic Conditions of Employment Act, 1997
 - Publieke Vakansiedae Wet, 1994 (Wet 36 van 1994)
Public Holidays Act, 1994 (Act 36 of 1994)
 - Staatsdiensregulasies, 2001
Public Service Regulations, 2001
 - Kollektiewe Ooreenkomste (PDK Resolusie 3 van 1999, Deel VII)
Collective Agreements (PSCBC Resolution 3 of 1999, Part VII)
- (2) Elke toepaslike afdeling moet volledig en duidelik ingevul word./
Every applicable section must be completed in full and clearly.
- (3) Waar die ruimte wat voorsien word nie voldoende is vir die antwoord op die vraag nie, kan van 'n bylae gebruik gemaak word./Where the space provided for an answer is not sufficient, an annexure may be included.

DEEL A: AANSOEK
SECTION A: APPLICATION

A1 Hiermee word aansoek gedoen om oortydbesoldiging teen die tarief soos uiteengesit in Resolusie 3 van 1999 (no. VII) aan die volgende beamptes en/of werknemers:/This application is for overtime remuneration of the following officials and/or employees according to the tariff as set out in Resolution 3 of 1999 (No. VII):

Name en range van persone betrokke Names and ranks of persons concerned	Getal/Beraamde getal ure Number/Estimated number hours
	TOTAAL TOTAL

Tydperk waartydens oortyddiens gelewer sal moet word:
Period overtime service will be rendered:

DEEL B: MOTIVERING EN AANBEVELING DEUR KANTOORHOOF
SECTION B: MOTIVATION AND RECOMMENDATION BY OFFICE HEAD

B1 Verduidelik die omstandighede wat daartoe gelei het dat oortyddiens verrig moet word:/Explain the circumstances that have led to the necessity of working overtime:

B2 1. Watter stappe is gedoen om die oortyddiens te voorkom (merk toepaslike blokkie):/Which steps were taken to prevent overtime service (tick the appropriate block):

- (a) herverdeling van pligte onder beskikbare personeellede/redivision of tasks amongst available personnel members
- (b) hertoewysing van personeel/reallocation of personnel
- (c) tydelike benutting van personeel in ander afdelings/temporary use of personnel from other sections

JA/YES ✓	NEE/NO
JA/YES ✓	NEE/NO
JA/YES ✓	NEE/NO

2. Meld ander stappe wat gedoen is:/Mention other steps that were taken:

Indien die antwoord op enige van die vrae in paragraaf 1 hierbo NEE is, verstrek redes:/If the answer to any of the questions in paragraph 1 above is NO, give reasons:

B3 Het die betrokke personeel reeds onbetaalde vrywillige oortyddiens verrig ten opsigte van:/Have the relevant personnel performed voluntary unpaid overtime with respect to:

(i) die taak waarvoor oortyddiens gevra word/the task for which overtime service has been requested

JA/YES ✓

NEE/NO

(ii) alle werk in die afdeling, onderafdeling of kantoor in die algemeen gedurende die voorafgaande ses maande/all work in the section, sub-section or office generally during the past six months

JA/YES ✓

NEE/NO

Indien die antwoord in albei gevalle NEE is, verstrek die redes daarvoor. Indien JA, verduidelik die omstandighede:/If the answer in each case is NO, give reasons. If YES, explain the circumstances:

B4 Geraamde tydperk van oortyddiens:/Estimated period of overtime: _____

Die uitgawe in dié verband sal na beraming R _____ beloop./
The projected expenditure in this case will be

Fondse is beskikbaar vir dié doel/
Funds are available for this purpose

JA/YES ✓

NEE/NO

B5 Ek beveel aan dat oortydbesoldiging aan die personeel gemeld in Deel A1 vir die tydperk soos aangedui, toegestaan word. Ek verklaar verder dat daar te alle tye voldoende toesig- en beheermaatreëls tydens die verrigting van besoldigde oortyddiens sal bestaan, dat rekord van alle oortyddiens gehou sal word, en dat 'n bywoningsregister bygehou sal word. Oortyddienslewering van minder as 'n uur per dag sal geag word as onbesoldig te wees./I recommend that overtime remuneration be granted to the personnel mentioned in Section A1 for the period as indicated. I further declare that there will be full supervisory and control measures at all times during the course of the overtime service, that all overtime service will be noted and that an attendance register will be kept. Overtime of less than an hour per day will be classified as unpaid.

HANDTEKENING/SIGNATURE
AFDELINGSHOOF/HEAD OF DIVISION

NAAM VAN AFDELING/
NAME OF DIVISION

DATUM/DATE

DEEL C: AANBEVELING DEUR DIE BETROKKE ADJUNK-DIREKTEUR
SECTION C: APPROVAL BY THE DEPUTY DIRECTOR CONCERNED

Ek onderskryf die afdelingshoof se motivering hierbo en beveel derhalwe die oortydbesoldiging soos versoek aan./I endorse the office head's motivation above and recommend overtime remuneration as requested.

 HANDTEKENING/SIGNATURE

 SUBDIREKTORAAT/SUB-DIRECTORATE

 DATUM/DATE

DEEL D: BESLUIT VAN DIREKTEUR
SECTION D: DECISION OF DIRECTOR

D1 Goedkeuring/Approval

Goedkeuring word hiermee verleen vir die betaling van oortydbesoldiging aan die persone gemeld in A1 en wel vir die tydperk soos aangedui./Approval is hereby granted for the payment of overtime remuneration to the persons mentioned in A1 as for the period mentioned.

 HANDTEKENING/SIGNATURE

 DIREKTORAAT/DIRECTORATE

 DATUM/DATE

D2 Afkeuring/Disapproval

Die aansoek om oortydbesoldiging aan die persone soos gemeld in A1 vir die tydperk soos aangedui word hiermee afgekeur en wel om die volgende redes:/The application for overtime remuneration to the persons mentioned in A1 for the period as indicated can not approved, for the following reasons:

 HANDTEKENING/SIGNATURE

 DIREKTORAAT/DIRECTORATE

 DATUM/DATE

D3 Voorwaardelike goedkeuring/Conditional approval

Die aansoek om oortydbesoldiging aan persone soos gemeld in A1 vir die tydperk soos aangedui word hiermee goedgekeur./The application for overtime remuneration to the persons as mentioned in A1 for the period as indicated is hereby approved.

Die volgende addisionele voorwaardes word egter gestel:/However, the following additional conditions are set:

 HANDTEKENING/SIGNATURE

 DIREKTORAAT/DIRECTORATE

 DATUM/DATE

- C.5 An executing authority may increase the salary of a post to a higher salary range in order to accord with the job weight, if-
- (a) the job weight as measured by the job evaluation system indicates that the post was graded incorrectly; and
 - (b) the department's budget and the medium-term expenditure framework provide sufficient funds.
- C.6 If an executing authority increases the salary of a post as provided under regulation V C.5, she or he may continue to employ the incumbent employee in the higher-graded post without advertising the post if the incumbent-
- (a) already performs the duties of the post;
 - (b) has received a satisfactory rating in her or his most recent performance assessment; and
 - (c) starts employment at the minimum notch of the higher salary range.
- C.7 The absorption of the incumbent employee in the higher-graded post as provided under regulation V C.6 shall take effect on the first day of the month following the month during which the executing authority approves that absorption.
- C.8 If an executing authority determines that the salary range of an occupied post exceeds the range indicated by the job weight, she or he shall-
- (a) if possible-
 - (i) redesign the job to equate with the job grade; or
 - (ii) transfer the incumbent to another job on the same salary range; and
 - (b) abide by relevant legislation and collective agreements.
- C.9 As far as possible, an executing authority shall set the salary of a part-time, seasonal or temporary employee proportional to the salary of an equally graded full-time employee.
- D. OVERTIME
- D.1 The Minister shall determine rates of compensation for overtime through the collective bargaining process.
- D.2 An executing authority may compensate an employee for overtime work if-
- (a) the employee does not belong to the SMS, except in those cases mentioned in regulation V D.3;
 - (b) the department has a written policy on overtime;
 - (c) the executing authority has provided written authorisation in advance for the work; and
 - (d) except in exceptional circumstances, the monthly compensation for overtime constitutes less than 30 per cent of the employee's monthly salary.

[Regulations D.3 and D.4 deleted by Government Notice No. R. 1225 of 29 August 2003 with effect from 29 August 2003]

- D.5 An executing authority shall establish an overtime policy in accordance with collective agreements, which shall determine-
- (a) categories of employees that may not receive compensation for overtime due to the nature of their work and responsibilities;
 - (b) the circumstances under which a supervisor may authorise overtime work for an individual employee;
 - (c) if an employee shall receive payment or time off as compensation for authorised overtime;
 - (d) how much overtime an employee may work in a given period;
 - (e) how a supervisor should record authorisation for overtime; and
 - (f) other control measures, if necessary.
- E. SERVICE BENEFITS, COMPENSATORY PRACTICES AND WORK FACILITY PRACTICES
- E.1 The Minister shall determine service benefits, compensatory practices, work facility practices and allowances for employees through the collective bargaining process or, for employees who fall outside the Labour Relations Act, directly.
- E.2 The Minister may make a determination regarding-
- (a) special daily allowances for visits abroad by employees; and
 - (b) the application of a service benefit, compensatory practice, work facility practice or allowance.
- E.3 Subject to the terms of a relevant collective agreement, an executing authority may provide the cash equivalent of benefits received by permanent employees to employees on fixed-term contracts, other than heads of department.
- F. LEAVE
- A head of department shall -
- (a) encourage an employee to fully utilise her or his vacation leave in the year earned;
 - (b) record all leave taken by an employee accurately and in full; and
 - (c) ensure that an employee does not abuse sick leave.
- G. INFORMATION ON REMUNERATION
- G.1 At least on an annual basis, the Minister shall publish and issue to departments the salary scale or scales used in the public service.
- G.2 In dealing with personnel matters and the remuneration of an individual employee, a head of department shall respect the employee's right to privacy.