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	OVERTIME POLICY of the UNIVERSITY OF THE WESTERN CAPE	Reference Number	HRC 21/04/1995
		Implementation Date	1995
		Revision / Amendment Number	C2011/04
	Revision / Amendment Date	December 2011	

1. Introduction

Overtime at UWC should be governed within a legal framework and must be pre-approved. The introduction of overtime for administrative and support staff at the University of the Western Cape is to assist departments during certain peak periods e.g. exams, graduation, special projects etc. Only employees who are between Peromnes post grades 9 to 16 qualify to work overtime.


The University agrees in principle to a system of overtime for administrative and support staff. Overtime should be on a planned basis and should be pre-approved by the relevant executive member. It refers to work, which an employee is required to undertake outside of ordinary working hours, as determined by the University.

2. Core purpose, outcome, impact and value of the Policy

The core purpose of the policy is to:

- formalise principles for overtime
- to institute fairness for employees and employer
- to ensure uniformity; and
- to operate the policy within a legal framework

The University operates an overtime system for certain categories of support staff, to be used only when approved in advance and where a budget is provided for this purpose. The paying of overtime impacts on the department's operational budget. The Head of department is required to identify and plan for these busy periods.

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3. Corporate Governance and Rules of the Policy

The Policy must be interpreted in compliance with the BCEA (Basic Conditions of Employment Act 75 of 1997).

All terms used in this policy shall have same meanings as those laid down in section 1 of the BCEA, unless otherwise stated.

The following rules will apply:

- All administrative and support staff from post grade 9 to 16 qualify for overtime remuneration if they are required by their Head of Department (administrative or faculty) to work outside their ordinary working hours.
- Overtime will be for a maximum of 10 hours per week or not more than 12 hours per day (inclusive of ordinary working hours). The Head of Department must ensure that overtime hours are not exceeded.
- Reasons for overtime include pressure of work during recurring pressure periods and emergencies according to the judgement of the r Head of the Department, to be reported afterwards to the relevant Dean or member of the University Executive.
- The ordinary working hours for the University employees subject to this Policy shall be 40 hours and 50 minutes (08:20 – 16:30) per week, including a lunch break of 45 minutes (12:45 – 13:30) calculated over a month.
- Shift workers shall work 40 hours and 50 minutes, including a 45 minutes lunch break, subject to a shift roster, unless otherwise stipulated.

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Remuneration for overtime:


- Overtime will be paid in accordance with the BCEA (Basic Conditions of Employment Act), as follows:

- Sundays and public holidays: *Double the ordinary rate.*
- All other periods beyond the ordinary number of working hours per month and all periods outside shifts: *One and one half times the ordinary rate.*
- Employees whose normal shifts include a public holiday shall receive double the ordinary rate for that day.

- Despite the above, an agreement in terms of section 10 of the BCEA entered into or authorised by the relevant Head of Department may further provide that the employer may give an employee time off in lieu of overtime pay as follows:

Pay the employee's ordinary wage for overtime worked and grant the employee at least 30 minutes time off on full pay for every hour of overtime worked; or

Grant the employee at least 90 minutes paid time off for each hour of overtime worked.

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All time off referred to above must be granted within one month after the employee became entitled to it.

- Rest period :

According to the BCEA 15(1) an employer must allow an employee:

“a daily rest period of at least twelve consecutive hours between ending and recommencing of work; and

a weekly rest period of at least 36 consecutive hours which, unless otherwise agreed, must include Sunday”


- **Employees not eligible for overtime remuneration** (meaning all staff except those falling within grades 16 to 9), may be granted, at the discretion of the Head of Department, time off at the rate of 90 minutes for every additional hour worked over and above ordinary working hours, provided that no more than five days time off may be granted on this basis.

5. Policy Procedures

The Head of Department must apply in advance to the relevant Executive member or Dean for employees to work overtime. In exceptional circumstances approval of defined overtime to cover a specific period, not exceeding one month, may be granted.

Process:

The Human Resources department will assist with overtime applications made via the HR2; i.e. check for correctness relative to:

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- The reason for the overtime application and whether the motivation to work overtime has been approved by the relevant Executive member or Dean
- The Head of Department has signed the HR2 form
- The employee has signed the HR2 form
- The amount of hours on HR2 form are within the legal limits
- Date and days correspond with each other
- All overtime claim forms (HR2) to reach the Human Resources department before the 1st of each month.
- The Payroll section in the Human Resources department will then process the claim. The overtime will be calculated according to the hours and days worked and paid into the staff member's bank account.

7. Information

- Report on overtime trends over a period of time, per business unit and for UWC as a business

HR consultants must have meetings (at least twice a year) with the relevant Executive members and Deans to discuss any concerns relative to abuse of overtime and about staff members who are working overtime on a continuous basis. Human Resources department needs to explore with them how overtime problems can be resolved.

8. Bibliography

UWC Conditions of Service Manual, 1984, Section D5.

Basic Conditions of Employment Act (Act 75 of 1997)

9. Annexure / Appendices



HR2-OVERTIME
VOUCHER.doc



Process flow -
overtime.docx