



UNIVERSITY OF VENDA

POLICY ON OVERTIME REMUNERATION

TITLE AND COPYRIGHT

Title	Policy on Overtime Remuneration
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1. DEFINITIONS AND APPLICATION

The University of Venda acknowledges that there will be University exigencies and unforeseen circumstances that warrants working overtime from time to time. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1. DEFINITIONS

1.1.1 “Night” means the hours between 20H00 and 06H00.

1.1.2 “Overtime duty” means additional duty performed by an employee in excess of prescribed hours of attendance assigned by the Head of the Department or delegated officials.

1.1.2 “Remunerated overtime” means compensated additional duty which an employee performs in specific circumstances in excess of his/her prescribed hours of attendance by agreement or permission of the Head of Department or his/her delegate. Compensation for overtime can be monetary or time off or any other compensatory measure that the Head of Department or his/her delegate may deem appropriate and reasonable.

1.1.3 “Unpaid overtime duty” mean additional duty which an employee performs in urgent and or specific circumstances in excess of his/her hours of attendance by order of the Head of the Department.

1.2 APPLICATION

This policy applies to all administrative and support staff who are below post level 7.

2. PURPOSE

The purpose of this policy is to provide guidelines for the administration of overtime remuneration.

3. POLICY STATEMENT

The University of Venda wants to compensate its staff who are at operational levels who are required to work overtime.

4. POLICY GUIDELINES

- 4.1 A member of staff shall not authorize overtime for himself or herself.
- 4.2 Except in exceptional circumstances, the monthly compensation for overtime work must not exceed 30% of the employees' monthly salary.
- 4.3 Applications for remunerative overtime must be submitted to the HOD for approval before staff work remunerated overtime. Members of staff who perform overtime work will be paid overtime in accordance with the hours approved on the application form.
- 4.4 Overtime work duty may be performed from 16H45 to 07H59 of the next day during working days or 8 hours during weekends and public holidays.
- 4.5 The payment shall be calculated based on the staff members' rates and number of hours of overtime worked.
- 4.6 A minimum of one hour and a maximum of 4 hours after normal working and 8 hours during weekends and public holidays will be allowed.
- 4.7 Members of staff may not be entitled to work overtime when they are on:
 - 4.7.1 Sick leave
 - 4.7.2 Vacation leave; and
 - 4.7.3 Special leave
- 4.8 Overtime work will be for a maximum of three hours per day or ten hours per week.

- 4.9 Heads of departments must ensure that accurate record for overtime work is kept.
- 4.10 The reasons for overtime remuneration must be clearly motivated on the prescribed form.
- 4.11 Overtime payment is calculated according to the following formula:
4.11.1 Annual Salary ÷ 365 ÷ 8 days = Rate.
4.11.2 Overtime = Rate x 150 x hours worked
- 4.12 In order to exercise control on remunerated overtime duty, the Head of Department must ensure that:
- 4.12.1 A record of all overtime duty is kept;
 - 4.12.2 An attendance register is kept, and
 - 4.12.3 Staff are not engaged on overtime duty to such an extent that the quantity and quality of the work (productivity) performed during normal hours of attendance is adversely affected.
 - 4.12.4 Employees who are required to perform overtime work must submit their applications for approval by the Head of Department before such overtime duty is performed.
- 4.13 Employees who perform overtime in excess of the maximum allowable hours of attendance shall be granted time off equal to time worked.
- 4.14 The time off granted must be made within one month of the performance of such overtime work.
- 4.15 The time off granted shall be granted on agreement between the staff member and the Head of Department and should not prejudice the service delivery of the department.
- 4.16 In order to minimize the number of excessive hours of remunerative overtime or time off equal to the numbers of hours worked certain categories of staff such as drivers will be allowed to work flexible hours in order to reduce the numbers of hours that accrue as excess overtime.
- 4.17 Overtime shall constitute work that has fallen in arrears or an emergency or a matter of national interest or where a specific output needs to be achieved before a specific date.

- 4.18 A member of staff may in exceptional circumstances upon approval by the Head of Department be allowed to perform overtime in another departments provided such services contribute to the smooth functioning of the University.
- 4.19 When considering the applications for overtime, the Head of Department must take the following into account:
 - 4.19.1 Circumstances that necessitated the performance of overtime.
 - 4.19.2 The steps which are being taken to prevent the excessive performance of overtime duty.
 - 4.19.3 An estimated duration of the overtime duty.
 - 4.19.4 The aim/objectives of the overtime work and, that the circumstances necessitating the overtime should be investigated.

5. RELATED POLICIES AND DOCUMENTATIONS

- 5.1 Policy on Remuneration
- 5.2 Policy on Leave



6. REGULATORY FRAMEWORK

- 6.1 Basic Conditions of Employment Act

7. REVIEW DATE

The policy will be reviewed after three years or as and when the need arises.

8. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

9. LIST OF ABBREVIATIONS AND ACRONYMS

HR.....Human Resources
 WWW.....World Wide Web
 UNIVEN.....University of Venda



01 December 2009

 Vice Chancellor & Principal

 Date