



**Bojanala Platinum District Municipality**

## **OVERTIME POLICY**

**2005**

## 1. POLICY

1. The purpose of this policy is to ensure that all employees are clear that, as an employee of the bushiness, they are expected to work overtime when requested to do so, in accordance with their conditions of service and the Basic Conditions of Employment Act.

## 2. PROCEDURE

1. Employees are entitled to compensation for overtime worked and should have the following reflected in their letters of appointment :-
  - That it is a material term and condition of your employment that you agree to work overtime when required or requested to do so, within the parameters permitted by law.
  - That you will either be paid at the statutory rate for overtime worked (one and one-half times normal rate).
2. If the agreement referred to in 1 *supra*, was not concluded with any staff members at the time of appointment, the agreement may be concluded with the Municipal Manager after satisfying himself/herself that the nature of the position requires the employee to work overtime.

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