

WORKING HOURS POLICY

Policy: Working Hours	Effective Date:
Approved:	Review Date: 31 March 2020

Notwithstanding the review date herein. This policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. SCOPE

1.1 The policy is applicable to all employees of NLM.

2. OBJECTIVE

The objective of this policy is to set guidelines on the need to structure working hours of the NLM

3. POLICY

3.1 The NLM employee's working hours will be set in accordance with

- 3.1.1 The operational requirements of the NLM's business
- 3.1.2 The relevant legislative requirements; and
- 3.1.3 Conditions of Service.

4. HOURS OF WORK

All employees excluding senior management and those in the traffic, fire and emergency services must work a 40 – hour working week.

5. OVERTIME

Overtime will be dealt with in terms of the provisions of the Basic Conditions of Employment Act ,Collective Agreement for the Free State Division of the SALGBC and for all employees except senior management, employees earning in excess of the threshold as determined from time to time. The employees will be entitled to a maximum of 15 hours of overtime per week.

6. SHIFT ALLOWANCE

An employee working between 18h00 and 06h00 will be paid a shift allowance amounting to six (6%) percent of the employees' monthly basic salary and is payable monthly.

7. STANDBY ALLOWANCE

An employee who is on standby is entitled to a standby allowance which shall be equal to 10% of the normal hourly rate based on the pensionable salary formula:

$10/100 \times (\text{annual pensionable salary}/250/8) \times \text{actual number of hours on standby.}$

8. TEMPORARY AND CASUAL WORKERS

Temporary and casual employees employed by the NLM are required to work the hours stipulated in their contracts of employment.

9. AUTHORITY

Formulation Policy : Director Corporate Services

Authorization Policy : Council

Maintenance Manager : Manager Human Resource