

OFFICIAL WORKING TIME POLICY

2023/2024



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



POLICY TITLE : OFFICIAL WORKING TIME
DEPARTMENT : PUBLIC WORKS AND ROADS



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1. PREAMBLE

The Department of Public Works and Roads ('Department') is committed to creating a working environment that optimally supports effective and efficient service delivery which is simultaneously sensitive to the circumstances of its employees. Particular attention is paid to the needs and requirements of the members of the public who the Department serves through its core business.

2. PURPOSE AND OBJECTIVES

The purpose of this Policy is to ensure that:-

- 2.1. Employees adhere to their contractual agreements with regard to the working hours including intervals (lunch, tea and smoke breaks);
- 2.2. Employees are not habitually late for work, leave early or have long breaks; and
- 2.3. The Department gives effective and efficient service delivery to the public, through proper time keeping and utilisation.

3. PRINCIPLES

The Policy is designed:-

- 3.1. to ensure that the employers and employees have a common understanding in dealing with official working hours including late coming and breaks;
- 3.2. to maintain a high level of discipline among employees; and
- 3.3. to provide employers and employees with appropriate guidelines in dealing with issues of official working hours including late coming and breaks.

4. LEGISLATIVE FRAMEWORK

The principles that regulate working time emanates from a number of policies and Code of Good Practice from the following national laws and regulations:-

- 4.1. Basic Conditions of Employment Amendment Act, 11 of 2002 (chapter 2, Sections 7 and 14);
- 4.2. The Public Service Act, 1994;
- 4.3. Public Service Regulation, 2016, Chapter 4, Part III;



- 4.4. Public Service Regulation, 2016, Chapter 2; Part I, Code of Conduct for the Public Service;
- 4.5. Code of Good Practice on the Regulation of Working Time issued under section 87(1)(a) of the BCEA, 1997;
- 4.6. Labour Relations Act, 66 of 1995;
- 4.7. The Constitution of the Republic of South Africa, 1996;
- 4.8. Government Notice: COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C-19 OHS), 2020 (Department of Employment and Labour);
- 4.9. DPSA Circular No. 7 of 2020: State of Disaster: Guidelines for the Containment / Management of the Corona Virus (Covid-19) in the Public Service; and
- 4.10. Circular No. 18 of 2020 State of Disaster, Covid-19, Public Service Return to Work Guidelines after the easing of the National lockdown.

5. SCOPE OF APPLICATION

This Policy is applicable to all the employees of the Department.

6. POLICY STATEMENT

- 6.1. All employees, including interns, shift workers, EPWP/NYS beneficiaries and temporary workers, are expected to be on continuous duty at their place of work on each working day for a minimum of eight hours and to work a minimum of 40 hours per week. The normal working week is from Monday to Friday, unless overtime or shift hours are applicable;
- 6.2. Shift workers should receive reasonable notice in advance of scheduled hours of work and of any foreseeable changes to the schedule. The schedule should be displayed or distributed for easy access by all employees;
- 6.3. The shift change-over should include a brief period of overlap of the two teams in order to pass on any information that is needed by the subsequent team;
- 6.4. An official meal interval of at least 45 minutes must be set no later than five hours after the working day had commenced;



- 6.5. In terms of the Code of Conduct of the Public Service, which is contained in Chapter 2 of the Public Service Regulations, an employee must be punctual in the execution of their official duties;
- 6.6. Should a pattern emerge portraying an employee's failure to manage their agreed hours of work punctually and conscientiously (ie. late for work, leave early or have long breaks) more stringent control measures shall be invoked to foster the expected sense of duty;
- 6.7. If due to urgent commitments or an emergency an employee cannot commence their working day on time, then they are expected to make prior arrangements with their supervisor on or before 10h00 on the day in question. If the employee reports for duty after 10h00, it will be taken as a day off against their leave days;
- 6.8. Should circumstances necessitate that the supervisor releases the employee from duty before the official knock off time, they shall not be released before 12h00, unless where more pressing reasons are advanced to conclude otherwise. The pattern of misuse must be monitored and managed accordingly;
- 6.9. Other arrangements may be approved in exceptional circumstances, ie. to accommodate employees with disabilities, pregnant women and employees with particular family responsibilities. A formal request with substantial reasons in this regard must be submitted to the Accounting Officer via normal reporting lines. Employees who are found guilty of this offence shall face a disciplinary action in terms of the Code of Conduct of the Department;
- 6.10. Continuous transgression may lead to disciplinary measures being instituted in terms of the Department's disciplinary procedures.

7. DECONGESTION OF THE WORKPLACE IN TERMS OF PANDEMICS IN LINE WITH OCCUPATIONAL HEALTH AND SAFETY MEASURES

- 7.1. Notwithstanding clause 6.1. above, in terms of OHS measures in the workplace, the number of workers at the workplace must as far as practicable be minimised at any given time through rotation, staggered working hours, shift



systems, remote working arrangement or similar measures in order to minimise risks;

7.2. A hybrid model of remote working and physical coming to office through rotation working system in the Districts and at Head Office is adopted to accommodate reasonable office working space as follows:-

7.2.1. The number of shifts and working hours will be determined by the nature of the pandemic; and

7.2.2. In addition, daily/weekly rotation or employees may be called on *ad hoc* basis depending on the nature of the services required.

8. RESPONSIBILITIES AND OBLIGATIONS

8.1. The Accounting Officer shall consider all deviations from the pre-determined working hours with due regard to service delivery (operational) requirements;

8.2. All employees shall honour agreed hours of work punctually; and

8.3. Line Managers shall keep records of working hours that had been approved in respect of their subordinates and institute adequate control measures to ensure that employees comply in this regard.

9. MONITORING AND EVALUATION

The Accounting Officer or their delegate shall monitor and ensure adherence to all policy provisions and report on specific cases as and when required to do so.

10. POLICY REVIEW

This Policy shall be reviewed every two years where and/or when a need arises.

Approved



MR M.I KGANTSI
HEAD OF DEPARTMENT

16/10/2023
DATE:

