



dpwrt

Department:
Public Works; Roads and Transport
North West Provincial Government
Republic of South Africa

HUMAN RESOURCES POLICY

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

PREAMBLE

The Department of Public Works, Roads and Transport ("the 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.

1. PURPOSE AND OBJECTIVES

The purpose of this policy is to ensure that:

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

2. PRINCIPLES

The Policy is designed :

- 2.1 To ensure that the employers and employees have a common understanding in dealing with official working hours including late coming, lunch and tea-breaks;
- 2.2 To maintain a high level of discipline among employees; and
- 2.3 To provide employers and employees with appropriate guidelines in dealing with issues of official working hours including late coming, lunch and tea-breaks.

3. LEGISLATIVE FRAMEWORK

The principles that regulates working time emanates from a number of policies and code of good practice from the following national laws and regulations.

- 3.1 Basic Conditions of Employment Amendment Act, No 11 of 2002 (chapter 2, sections 7 and 14)
- 3.2 The Public Service Act, 1994
- 3.3 Public Service Regulation, 2001, Chapter 1, Part VI B
- 3.4 Public Service Regulation, 2001, Chapter 2; Code of Conduct for the Public Service
- 3.5 Code of Good Practice on the Regulation of Working Time issued under section 87(1)(a) of the BCEA, 1997
- 3.6 Labour Relations Act, 66 of 1995
- 3.7 The Constitution of the Republic of South Africa, 1996

4. SCOPE OF APPLICATION

This policy is applicable to all the employees of the department.

5. POLICY STATEMENT

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Seeing that tea and smoking -breaks form part of official working hours, two fifteen minutes tea and smoking-breaks may be taken (one in the morning and one in the afternoon). An official meal interval of at least 45 minutes must be set no later than five hours after the working day had commenced.
- 5.5 In terms of the Code of Conduct of the Public Service, which is contained in Chapter 2 of the Public Service Regulations, an employee should be punctual in the execution of his/her official duties.
- 5.6 Should a pattern emerge portraying an employee's failure to manage his/her agreed hours of work punctually and conscientiously (i.e. late for work, leave early or have long lunches and tea and smoking-breaks), more stringent control measures shall be invoked to foster the expected sense of duty.
- 5.7 If due to urgent commitments or an emergency an employee cannot commence his/her working day on time, then he/she is expected to make prior arrangements with his/her supervisor; on or before 10h00 on the day in question. If the employee report for duty after 10h00, it will be taken as his/her leave day.
- 5.8 Should circumstances necessitate that the supervisor release the employee from duty before the official knock off time, he/she shall not be released before 12h00. The pattern of misuse must be monitored and managed accordingly.
- 5.9 Other arrangements may be approved in exceptional circumstances, i.e. 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 Head of Department via the normal reporting line. Employees who are found guilty of this offence shall face a disciplinary action in terms of the Code of conduct of the Department.
- 5.10 Continuous transgression may lead to disciplinary measures (in terms of the Department's disciplinary procedures) being instituted.

6. RESPONSIBILITIES AND OBLIGATIONS

- 6.1 The Head of Department shall consider all deviations from the pre-determined working hours with due regard to service delivery (operational) requirements.
- 6.2 An employee shall honour agreed hours of work punctually.
- 6.3 Line Managers shall keep records of the working hours that had been approved in respect of their employees and institute adequate control measures to ensure that employees comply in this regard.

7. MONITORING, EVALUATION AND REVIEW

The Head of Department or his/ her delegate shall monitor and ensure adherence to all policy provisions and report on specific cases as and when required to do so. If and when this policy or provision is amended, the amended policy thereof will supersede the previous one.

APPROVED

A handwritten signature in black ink, appearing to be 'PJN Van Staden', written over a horizontal line.

PJN VAN STADEN
HEAD OF DEPARTMENT

Date: 1 September 2009