



**Western Cape
Government**

Social Development

GUIDELINE ON STANDBY ALLOWANCE 2015/2016

Table of Contents

1. Introduction	1
2. Definitions.....	1
3. Policies and prescripts	1
4. Procedures and rules around standby allowance	2
4.1 Procedures and rules.....	2
5. Claiming for standby allowance.....	4
6. Claiming for overtime as part of performing standby duty	4
7. Delegations	5
8. Amendment of standby allowance	5

Annexures:

Annexure 1: Public Service Act, 1994 (as amended)

Annexure 2: Public Service Regulations, 2001

Annexure 3: PSCBC, Resolution No 3 of 1999 Part VIII

Annexure 3.2: PSCBC, Resolution 1 of 2007

Annexure 4: Financial Manual 2014

Annexure 5: Delegations

Annexure 6: Application for Standby Allowance

Annexure 7: Standby Control/Claim Register

Annexure 8: Letter to person on Standby

Annexure 9: Overtime Control Register as part of Standby Duty

Annexure 10: Application for Overtime linked to Standby Duty

1. Introduction

The purpose of this guideline is to ensure that the Department is able to pay employees who are compelled to be on standby, a standby allowance in terms of PSCBC, Resolution 3 of 1999 Part VIII and Resolution 1 of 2007.

2. Definitions

Standby: Is the written instruction to an employee (who can be relied on when needed) to be on standby, because of the possibility that there might be unplanned and unpredictable or emergency work to be undertaken outside normal working hours.

Standby Allowance: Is payment as a result of having worked standby and requested to do as such.

Emergency Work: Refers to work that must be done without delay because of circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work. Emergency work excludes the performance routine maintenance work outside normal working hours.

3. Policies and prescripts

The following policies and prescripts guide the management-, processing and payment of standby:

- Public Service Act, 1994 (as amended)
- Public Service Regulations, 2001
- PSCBC Resolution No. 3 of 1999, Part VIII and Resolution 1 of 2007
- Financial Manual for 2014

4. Procedures and rules around standby allowance

4.1 Procedures and rules

- i. If the employer requires an employee to be available for the performance of duty outside of her or his normal working hours, the employer shall pay a standby allowance. Before any standby allowance can be paid application (**Annexure 6**) needs to be made for which approval has to be obtained first before any person can be allowed to perform standby duty.

- ii. The employer (Department of Social Development) shall pay the allowance if an employee's supervisor requires an employee to be available for duty under the following circumstances:
 - a) At a place other than the employee's normal place of work,
 - b) For a period of at least 16 hours during a 24 hour period,
 - c) From the normal closing time of the employee's place of work, and or
 - d) On a day on which the employee would not normally work.

Example: If an employee's working hours is from 07:30 – 16:00 (8 hours), which is regarded as the official working hours of the individual, the standby duty period will commence at 16:01pm until 07:29 am the following day – 16 hours. In essence this implies that between the latter a person may be called out at any given time. Claiming for overtime will commence when a person leaves her/his residential address, and ends when arriving back at the same address.

- iii. The standby amount payable will be in accordance with the Financial Manual for the year in question (**Annexure 4**). Cognisance

should also be taken that the standby allowance is adjusted annually during July of that year.

- iv. The standby allowance shall not affect or be affected by a payment for overtime due to the employee.
- v. Before commencing standby duty, supervisors/managers should first obtain the necessary approval from the relevant **senior manager** (As per HR Delegations) before standby duties may be performed in-line with the service(s) required. For that reason the following standby allowance application has to be completed and submitted to the Directorate: Operational Management Support. Upon receipt a reference number will be allocated, which the employee must indicate when claiming for overtime. Resultantly the employees performing standby duty need to complete the standby control/claim register (**Annexure 7**) provided.
- vi. In addition to being on standby, it will be required of all employees who has to perform standby duty to be officially informed in writing and for the individual to sign the annexure to her/his letter in acceptance of the conditions attached to standby. The attached **Annexure 8** should be utilised to inform the person of her/his standby.
- vii. In the event that an employee is unable to perform standby duty for whatever reason, the individual has to notify the supervisor/manager timeously in order for alternative arrangements to be made. Linked to the latter is that the individual would also not be eligible to claim for standby allowance or any overtime for such day(s).

5. Claiming for standby allowance

- i. The relevant standby control register/claim form (**Annexure 7**), attached should be completed by the employee (with assistance from the supervisor, if required).
- ii. A copy of the person's letter and acceptance (**Annexure 8**) has to be attached to the control register/claim form.
- iii. The standby control register/claim form to be signed by person, checked by supervisor and approved by relevant Senior Manager (As per the HR Delegations).
- iv. Standby control register/claim form plus supporting documents (i.e. Annexure 8, Copy of GG–Vehicle's logbook, Attendance register(s) etc.) to be validated by the supervisor and manager before being submitted to the Directorate Operational Management Support, who will submitting to the Corporate Services Centre to expedite.
- v. Claims **must** be submitted within **7 days** following the last day of the month that the standby was performed in.

6. Claiming for overtime as part of performing standby duty

When claiming for overtime as part of performing standby duty, it is important to note that prior approval for performing overtime linked to standby duty has to be obtained (**Annexure 10**). Consequently it is important for staff to familiarize themselves with the content of the Guideline on Overtime for 2015/2016. Specific reference to the Paragraph 4 (Process for applying) is made since nobody is allowed to perform overtime without prior approval being given and the necessary authorization number being allocated.

In order to claim for overtime as part of performing standby duty, it is important that the overtime control register clearly reflect both the overtime authorization number as well as the reference number to be provided by the Corporate Services Relations Management unit (CRU) on the application to perform standby duty, that will clearly indicate that the claim relates to a person who has been performing overtime as part of standby duty.

To ensure that proper controls are in place it would be required of an individual to submit her or his overtime control register (**Annexure 9**) and standby control/claim register (**Annexure 7**) concurrently.

7. Delegations

The delegation to approve the payment of standby allowance is vested in the relevant Senior Manager.

8. Amendment of standby allowance

The amendment of the standby allowance amount is done in line with the Consumer Price Index (CPI), and is adjusted on an annual basis. The amended amount is reflected in the Financial Manual, which is amended during July of each year.



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