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Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Chief Education Specialists and all Office-based Public Service Staff

Short summary: *Implementation of the Western Cape Government (WCG) Policy on Overtime Remuneration, delegation of approval authority to Chief Directors or higher, and submission requirements for approved remunerated overtime applications.*

Subject: Implementation of the WCG Policy on Overtime Remuneration and Delegation of Approval Authority

1. The WCG Policy on Overtime Remuneration, approved in August 2020, provides a transversal framework for the management of compensated overtime across all provincial departments. The policy aligns with the Public Service Act, 1994 (Proclamation 103 of 1994), *Public Service Regulations 2016*, published in *Government Gazette* No. 40167 of 29 July 2016, and relevant collective agreements.
2. This circular serves to:
 - 2.1 Confirm the implementation of the WCG Policy on Overtime Remuneration within the Western Cape Education Department (WCED), and
 - 2.2 Delegate the authority to approve remunerated overtime for employees on salary levels 1 to 12 to officials at the level/designation of Chief Director or higher within the WCED, in terms of regulation 49(1) of the *Public Service Regulations, 2016*.
3. Once a Chief Director has approved an application for remunerated overtime:
 - 3.1 The approved remunerated overtime submission must be forwarded to the Directorate: Service Benefits for the attention of the Multifunctional Team Head Office for processing.
 - 3.2 Managers are urged to ensure timely submission of approved remunerated overtime submissions to avoid delays in overtime claims processing.
 - 3.3 The approved submission is required for preprocessing on the Personnel and Salary System in the public service (PERSAL).

- 3.4 Overtime claims cannot be processed until the approval is uploaded on PERSAL and linked to the appropriate funding framework as per the approved submission.
- 3.5 Overtime claims must be signed off at the level of Director, or higher, prior to submission to the Directorate: Service Benefits for processing.
- 3.6 Overtime claims submitted, especially on Mondays, to coincide with the supplementary salary payment runs that occur on Monday evenings, may be delayed if the approval has not yet been captured and activated on PERSAL.
- 3.7 Overtime claims must be limited to budget approval and employees as per the approved submission.
- 3.8 Deviations in respect of the budget and employees must be approved by the delegated authority prior to the submission of claims.

- 4. Key policy provisions to note:
 - 4.1 Remunerated overtime must be approved prior to the commencement of overtime;
 - 4.2 Approval must be granted at Senior Management Service (SMS) level 14, Chief Director, or higher;
 - 4.3 No *ex post facto* approvals are permitted, except in cases of emergency work;
 - 4.4 Time-off in lieu of overtime worked is not permitted; and
 - 4.5 Monthly overtime compensation is capped at 30% of the employee's monthly salary.
 - 4.6 No employee will be permitted to work more than three hours overtime on any one day or 10 hours in any one week in accordance with the Basic Conditions of Employment Act, 1997 (Act 75 of 1997).

- 4.7 The policy excludes:
 - 4.7.1 Members of the SMS;
 - 4.7.2 Interns; and
 - 4.7.3 Employees working from home under alternative work arrangements.

- 4.8 Reference material:
 - 4.8.1 The full WCG Policy on Overtime Remuneration (August 2020) is attached to this circular for reference and compliance purposes.
 - 4.8.2 All managers are expected to familiarise themselves with its provisions and ensure alignment in practice.

- 5. The approved WCED overtime application form must be used when submitting motivated requests for approval.

- 6. Please bring the content of this circular to the attention of all relevant personnel.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2025-09-19