



Inombolo yefayili: 3/1/3/P
Isalathiso: 20250725-5329

ISetyhula: 0027/2025

Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko nakubo bonke aBasebenzi beNkonzo kaRhulumente abasezi-Ofisini

Isishwankathelo esifutshane: *Ukuphunyezwa koMgaqo-nkqubo kaRhulumente weNtshona Koloni (WCG) wokuHlawulwa kweXesha le-Ovathayim (overtime), ukudluliselwa kwegunya lokunika imvume kuBalawuli aBaziiNtloko okanye kwabangaphezulu, neemfuno ezimiselweyo zokungeniswa kwezicelo zexesha le-ovathayim ekuvunywe ukuba malihlawulelwe*

Isihloko: Ukuphunyezwa koMgaqo-nkqubo kaRhulumente we-WCG wokuhlawulwa kweXesha le-Ovathayim (Overtime) nokuDluliselwa kweGunya lokuNika iMvume

1. UMgaqo-nkqubo kaRhulumente we-WCG wokuHlawulwa kweXesha le-Ovathayim, owavunywa ngo-Agasti 2020, unika inkqubo-sikhokelo emayisetyenziswe ngamasebe kaRhulumente yokulawulwa kokuhlawulwa kwexesha le-ovathayim kuwo onke amasebe ephondo. Lo mgaqo-nkqubo ulungelelaniswe noMthetho i-*Public Service Act*, ka-1994 (*Proclamation 103 ka-1994*), *Public Service Regulations 2016*, epapashwe kwiGazethi kaRhulumente No. 40167 yowe-29 Julayi 2016, nezigqibo zothetha-thethwano (*collective agreements*) ezichaphazelekayo.
2. Le setyhula yenzelwe:
 - 2.1 Ukuqinisekisa ukuphunyezwa koMgaqo-nkqubo kaRhulumente we-WCG wokuHlawulwa kweXesha le-Ovathayim ngaphakathi kwiSebe leMfundo leNtshona Koloni (iSebe iWCED);
 - 2.2 Ukudlulisela igunya lokuvunywa kokuhlawulwa kwexesha le-ovathayim ukwenzela abaqeshwa abakwinqanaba lomvuzo 1 ukuya ku-12 kumagosa akwinqanaba/akwisikhundla soMlawuli oyiiNtloko okanye esingaphezulu ngaphakathi kwiSebe iWCED, ngokommiselo 49(1) weMigaqo i-*Public Service Regulations, 2016*.

3. Akuba uMlawuli oyiNtloko esivumile isicelo sexesha le-ovathayim emalihlawulelwe:
 - 3.1 Makudluliselwe isicelo esivunyiweyo sexesha le-ovathayim emalihlawulelwe kwiCandelo laMalungelo aVela kwiiNkonzo ukwenzela ukuba siqwalaselwe yiKomiti i-Multifunctional Team Head Office.
 - 3.2 Abaphathi babongozwa ukuba bakuqinisekise ukungeniswa ngexesha elifanelekileyo kwezicelo zokuvunywa kwexesha le-ovathayim emalihlawulelwe ukuze kuthintelwe ukulibaziseka kokuqwalaselwa kwamabango okuhlawulwa kwexesha le-ovathayim.
 - 3.3 Ukungeniswa kwesicelo sokuvunywa kwexesha le-ovathayim emalihlawulelwe kuyimfuneko ukuqinisekisa ukuqwalaselwa kwangaphambili (*preprocessing*) kwaso kwiSistim i-*Personnel and Salary System* kwinkonzo karhulumente (*PERSAL*).
 - 3.4 Amabango okuhlawulwa kwexesha le-ovathayim awanako ukuqwalaselwa kude kube kufakwe kwikhompyutha (*uploaded*) imvume yokuvunywa kwesicelo sexesha le-ovathayim emalihlawulelwe kwi-PERSAL, ize idityaniswe kwinkqubo-sikhokelo yenkxaso-mali efanelekileyo ngokwesicelo sokuvunywa kwexesha le-ovathayim emalihlawulelwe esingenisiweyo.
 - 3.5 Amabango okuhlawulwa kwexesha le-ovathayim mawasayinelwe ngokwinqanaba loMlawuli, okanye okwelingaphezulu, phambi kokuba angeniselwe ukuqwalaselwa kwiCandelo laMalungelo aVela kwiiNkonzo.
 - 3.6 Amabango okuhlawulwa kwexesha le-ovathayim angeniswa, ngokukodwa ngeMivulo, ukuze aqwalaselwe ngethuba lokwenziwa kweentlawulo zemivuzo ezenziwa kwixesha elongezelelweyo ngokuhlwa ngeMivulo, angalibaziseka ukuba ukuvunywa kwesicelo sokuhlawulwa kwexesha le-ovathayim akufakwanga yaye asikafumaneki (*activated*) kwi-*Personnel and Salary System (PERSAL)*.
 - 3.7 Amabango okuhlawulwa kwexesha le-ovathayim kufuneka aqingqwe ngokokuvunywa kwebhajethi nangokwabaqeshwa ngokwezicelo ezivunyiweyo zexesha le-ovathayim ezingenisiweyo.
 - 3.8 Izenzo zokunxaxha ezichaphazela ibhajethi nabaqeshwa mazivunywe ngulowo kudluliselwe kuye igunya phambi kokuba kungeniswe amabango okuhlawulwa kwexesha le-ovathayim.
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4. Makuqatshelwe le miqathango iphambili yomgaqo-nkqubo:
 - 4.1 Ukuhlawulwa kwexesha le-ovathayim makuvunywe phambi kokuba kuqaliswe ukusetyenzwa kwexesha le-ovathayim;
 - 4.2 Makunikwe imvume yexesha le-ovathayim ngokwisikhundla soMphathi oMkhulu weNkonzo (*Senior Management Service (SMS)*) okwinqanaba lomvuzo 14, uMlawuli oyiNtloko, okanye ongaphezulu;
 - 4.3 Akuvumelekanga ukuba ukuvunywa kwesicelo sexesha le-ovathayim kugunyaziswe emva kokwenziwa komsebenzi (*ex post facto*), ngaphandle kokuba oko kungenxa yokuba kukho imeko yomsebenzi ongxamisekileyo;
 - 4.4 Akuvumelekanga ukuba kubekhona ixesha lokukhululwa ithuba elithile emsebenzini kuba umsebenzi esebenze ngexesha le-ovathayim; nokuba
 - 4.5 Nentlawulo eyimbuyiselo yaqho ngenyanga yexesha le-ovathayim igcinwe ingadluli ku-30% womvuzo waqho ngenyanga womqeshwa.

- 4.6 Akukho mqeshwa uya kuvunyelwa ukuba asebenze ixesha le-ovathayim elingaphezulu kuneeyure ezintathu kulo naluphi na usuku olunye okanye iiyure ezili-10 kuyo nayiphi na iveki enye ukungqinelana noMthetho i-*Basic Conditions of Employment Act, 1997 (Act 75 of 1997)*.
- 4.7 Umgaqo-nkqubo awubandakanyi:
- 4.7.1 Amalungu e-SMS;
- 4.7.2 Abafundi/abasebenzi abaqeqeshelwa umsebenzi (*interns*); kunye
- 4.7.3 Nabaqeshwa abasebenzela ekhaya ngenxa yamanye amalungiselelo omsebenzi
- 4.8 Amaxwebhu ayimathiriyeli yokufumana ingcaciso:
- 4.8.1 Umgaqo-nkqubo opheleleyo i-*WCG Policy on Overtime Remuneration (August 2020)* uqhotyoshelwe kule setyhula ngeenjongo zokunika ingcaciso nokuthotyelwa kwemiqathango.
- 4.8.2 Kulindeleke ukuba bonke abaphathi babenolwazi ngemiqathango yomgaqo-nkqubo baze baqinisekise ukuyisebenzisa ngokufanelekileyo.
5. Ifom yokwenza isicelo sexesha le-ovathayim evunyiweyo yeSebe iWCED mayisetyenziswe xa kungeniswa inkcazo yezizathu ezivokothekileyo ehamba nesicelo sokuvunywa kwexesha le-ovathayim.
6. Kucelwa nazise okuqulethwe yile setyhula bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2025-09-19