



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax (021) 465 5484

Ms S Motaung	(Macro Benefits)	(012) 336 1072	17/5/P
Ms G Nkosi	(Macro Benefits)	(012) 336 1199	17/10/P
Mr D J Bosman	(General Benefits)	(012) 336 1255	17/8/P
Mr E Harris	(Remuneration Policy)	(012) 336 1520	

## TO HEADS OF DEPARTMENTS/ PROVINCIAL ADMINISTRATIONS

### ADJUSTMENT OF THE ALLOWANCES AND TARIFFS IN THE FINANCIAL MANUAL FOR PURPOSES OF THE CALCULATION AND APPLICATION OF ALLOWANCES AND BENEFITS AND THE DETERMINATION ON WORKING TIME: WITH EFFECT FROM 1 JULY 2011: PSCBC RESOLUTION 2 OF 2011

1. This Department's evenly-numbered circular dated 1 August 2011 has reference.
2. Following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, the Minister for Public Service and Administration determined in terms of section 3(5)(a) of the Public Service Act, 1994, as amended, the adjustment of the under-mentioned allowances and tariffs with effect from 1 July 2011:
  - 2.1. Standby Allowance,
  - 2.2. Separation Allowance,
  - 2.3. Cryptographic Allowance,
  - 2.4. Personal Non-pensionable Allowance (PNPA): Allowances for Personnel Serving Executing Authorities,
  - 2.5. Allowances Payable to Research Personnel and Members of Visiting Teams: Antarctic and Gough and Marion Islands; and

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndzawulo ya Vutirela-Mfumona na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata  
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- 2.6. Adjustment of the Rates of Casual Workers which cannot be linked to Specific Occupational Classes.
3. The Minister for Public Service and Administration, following the the cost of living increase in salaries of 6.8% with the conclusion of PSCBC Resolution 2 of 2011, continued to determine in terms of section 3(5)(a) of the Public Service Act, 1994, that the maximum basic salary for purposes of the calculation of overtime, as contained in paragraph 4.1 of Part I and paragraph 1.1 of Part III of the Determination on Working Time, be adjusted to R185,958 p.a. with effect from 1 July 2011.
4. The attached Financial Manual for Purposes of the Calculation and Application of Allowances and Benefits (Financial Manual) and the Determination on Working Time have been adjusted accordingly. The revised Financial Manual and Determination on Working Time are also available on the dpsa website at <http://www.dpsa.gov.za/cos documents.asp>
5. National Treasury has approved under reference 17/5 p dated 28 November 2011, the additional expenditure emanating from the above-mentioned determinations, provided that the additional expenditure is met from current departmental budget allocations.



*for* DIRECTOR-GENERAL

DATE: *29 November 2011*



**DETERMINATION ON WORKING TIME  
IN THE  
PUBLIC SERVICE**

**JULY 2011**

**MADE BY THE MINISTER FOR PUBLIC SERVICE AND  
ADMINISTRATION**



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## **PART I: GENERAL**

### **1. AUTHORISATION**

- 1.1. This Determination is made in terms of section 3(3)(c), read with section 5(4) of the Public Service Act, 1994, by the Minister for the Public Service and Administration.
- 1.2. The Determination on Working Time must be read and applied in conjunction with the Basic Conditions of Employment Act (BCEA), the current Public Service Regulations, prevailing collective agreements and departmental policies on working time.

### **2. SCOPE OF APPLICATION**

- 2.1. This Determination applies to the employer and the employees who -
  - 2.1.1. are employed in terms of the Public Service Act, 1994 (Proclamation No. 103 of 1994); and
  - 2.1.2. fall within the registered scope of the Public Service Coordinating Bargaining Council (PSCBC).

### **3. COMMENCEMENT DATE**

This Determination takes effect on 1 July 2007.

### **4. DEFINITIONS**

In this Determination, unless the context indicates otherwise -

- 4.1. "basic salary" means the actual salary notch of the employee but not higher than a basic annual salary of R 185,958 per annum;
- 4.2. "BCEA" means the Basic Conditions of Employment Act, 1998, as amended;
- 4.3. "day" means a period of 24 hours measured from the time when the employee normally commences work, and daily has corresponding meaning;
- 4.4. "overtime" means works in excess of the hours of work per day/week or month that an employee has contracted to perform;
- 4.5. "public holiday" means a public holiday listed in Schedule 1 of the Public Holidays Act, 1994 (Act 36 of 1994), including the Monday following a public holiday that falls on a Sunday as contemplated in section 2(1) of the said Act; and
- 4.6. "week" in relations to the employee means the period of seven days within which the working week of that employee ordinarily falls.



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## **PART II: ORDINARY HOURS OF WORK**

### **1. AVERAGING OF WORKING HOURS**

- 1.1. The mechanisms and conditions for the averaging of working hours shall, where required, be determined in respective sectoral bargaining councils.
- 1.2. It is advisable to consider the guidelines contained in the attached Code of Good Practice on Working Time in the design of a shift system/roster.

### **2. PAY FOR ORDINARY WORK ON A SUNDAY**

- 2.1. If an employee is required to work an ordinary shift on a Sunday, the Executing Authority must pay the employee for such ordinary work on a Sunday 1.5 x the employee's basic salary. In other words, the category of staff concerned is shift workers who in terms of their shift rosters have to perform their ordinary work on a Sunday.
- 2.2. The **additional pay** due to the above-mentioned employees must be calculated according to the following formula:

$$[A \div 2 \times B] \div 365$$

Where -

A is equal to the basic salary notch per annum of the employee concerned.

B is equal to the number of Sundays the employee ordinarily worked in a month.

- 2.3. If the shift worked by the employee falls on a Sunday and another day, the whole shift is deemed to have been worked on the Sunday, unless, the greater portion of the shift was worked on the other day, in which case the whole shift is deemed to have been worked on the other day.

### **3. PAY FOR ORDINARY WORK ON PUBLIC HOLIDAYS**

- 3.1. If a Public Holiday falls on a day which an employee ordinarily works the Executing Authority must pay the employee 2 x his or her basic salary, without the option of granting time-off. In other words, the category of staff concerned is shift workers who in terms of their shift rosters have to perform their ordinary work on a Public Holiday.
- 3.2. The **additional pay** due to the above-mentioned employees must be calculated according to the following formula:

$$[A \div 1 \times B] \div 365$$

Where-



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**A** is equal to the basic salary notch per annum of the employee concerned.

**B** is equal to the number of Public Holidays the employee ordinarily worked in a month.

- 3.3. If the shift worked by an employee falls on a Public Holiday and another day, the whole shift shall be deemed to have been worked on the Public Holiday, but if the greater portion of the shift was worked on the other day, the whole shift shall be deemed to have been worked on the other day.

#### **4. NIGHT WORK**

- 4.1. Night work in the Public Service shall be deemed to be work performed between 19:00 to 07:00 the next day or 18:00 to 06:00 the next day by agreement between parties in the relevant bargaining council/chamber, taking into consideration the Department's operational requirements.



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## PART III: OVERTIME WORK

### 1. CALCULATION OF OVERTIME PAY

#### 1.1. BASIC SALARY FOR CALCULATION OF OVERTIME

The basic salary for the calculation of overtime worked shall be the actual salary notch of the employee, provided that it shall not be higher than a basic salary of R185,958 per annum. This amount will be increased by the percentage of the annual general salary adjustment with effect from 1 July of each year, commencing 1 July 2007. This provision excludes employees on commuted overtime.

#### 1.2. CALCULATION OF COMPENSATION FOR OVERTIME WORK PERFORMED ON A SUNDAY OR PUBLIC HOLIDAY

The compensation for overtime work performed on a Sunday or a Public Holiday is calculated according to the following formula:

$$C \times 2 \times T$$

Where –

C is equal to the number of overtime hours worked

T is calculated as follows:

$$T = \frac{A \times 7 \div B}{365}$$

Where –

A is equal to the smallest of the basic salary of the employee, **as defined in paragraph 1.1. above**, or if the overtime duty is performed on a working level lower than the normal working level of the individual concerned, the maximum salary notch of the salary grading attached to the post class that is representative of the lower working level.

B is equal to the weekly number of hours of attendance prescribed for the employee

C is equal to the number of overtime hours worked





### 1.3. CALCULATION OF COMPENSATION FOR NORMAL OVERTIME WORK

The compensation for normal overtime is calculated according to the following formula:

$$C \times 1.5 \times T$$

T is calculated as follows:

$$T = \frac{A \times 7 \div B}{365}$$

Where -

A is equal to the smallest of the basic salary of the employee, ***as defined in paragraph 1.1 above***, or if the overtime duty is performed on a working level lower than the normal working level of the individual concerned, the maximum salary notch of the salary grading attached to the post class that is representative of the lower working level.

B is equal to the weekly number of hours of attendance prescribed for the employee

C is equal to the number of overtime hours worked

### 1.4 COMMUTED OVERTIME

Employees receiving commuted overtime are excluded from the provisions contained in paragraphs 1.1 to 1.3, above. The *status quo*, prior to 1 July 2007, regarding the payment of commuted overtime pay and excess overtime hours in the Health and Welfare Sector, remains the same.

