



INFORMUS

SINCE 1920
still driven by
SERVICE EXCELLENCE

FOR PSA MEMBERS: **DEPARTMENT OF WATER AND SANITATION**

10-05-2022

Requesting inputs on policies

A special Departmental Bargaining Chamber meeting was held on 9 May 2022 and the employer introduced the following policies for consultation:

Overtime policy

This policy was last reviewed in 2015. The employer is proposing amendment to the policy to align it to section 49 of the Public Service Regulations (PSR) of 2016, that overtime shall not exceed 30% of the employee monthly salary. The second proposed amendment is that employees who take leave on Friday should not be allowed to work overtime on Saturday and Sunday.

Exit interview policy

The employer is proposing this new policy to comply with a directive from the DPSA that Departments must conduct exit interviews to understand the reasons why employees are leaving Departments to identify factors impacting on retention.

Resettlement policy

This policy was last approved in 2015. The employer is proposing amendment to the policy to include employees appointed from Local Government and other state institutions to benefit from the policy. The employer is also proposing that the resettlement costs be capped at R50 000 per employee. The policy further outlines the roles of the Supply Chain Management (SCM) in the resettlement process.

Members are requested to provide written inputs to Johnny Nwaila at: NwailaJ@dws.gov.za by **17 May 2022**. The three policies are *attached* for ease of reference.

GENERAL MANAGER



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

EXIT INTERVIEW POLICY

(Draft)

Title	Exit Interview Policy
Original Author	Directorate: Human Resources Administration
Date of Implementation	1 November 2017
Next Review Date	1 November 2021
Policy Approved By:	Mr Tshangana Acting Director-General: Department of Water and Sanitation

Policy signed by: Mr Tshangana Acting Director-General: Department of Water and Sanitation	
Date:	

TABLE OF CONTENTS

1. Purpose.....4

2. Scope.....4

3. Legislative Provisions.....4

4. Definitions.....4

5. Objective.....5

6. Procedure for conducting an exit interview.....5

7. Analysis of information and reporting.....6

8. Roles and Responsibilities.....6

9. Confidentiality of exit process information.....6

10. Monitoring and Evaluation7

11. Conclusion.....7

1. PURPOSE

- 1.1 The purpose of the Exit Interview policy is to obtain valuable information from employees who are leaving the Department; for the Department to self assess the employee management challenges and take remedial actions where necessary in order to ensure the retention and attraction of employees.

2. SCOPE

- 2.1 This policy applies to employees whose employment is to be terminated on account of:
- 2.1.1 Resignation
 - 2.1.2 Retirement
 - 2.1.3 Incapacity due to ill-health or injury.

3. LEGISLATIVE PROVISIONS

- 3.1 Public Service Act, 1994 (as amended)
- 3.2 Public Service Regulations, 2001
- 3.3 The Directive issued by the Minister of Public of Service and Administration.

4. DEFINITIONS

4.1	Exit	Termination of services by an employee by means of voluntary resignation or retirement or dismissal
4.2	Department	Department of Water and Sanitation.
4.3	Employee	A person who has been appointed permanently, temporarily , or on contract, notwithstanding that such appointment may be on probation, to a post contemplated in Section 8 (1)(a) of the Public Service Act, 1994 (as amended), and includes a person contemplated in the said Act.
4.4	Interviewee	Means an employee to be interviewed

4.5	SMS	Senior Management Service
-----	-----	---------------------------

5. OBJECTIVE

The objectives of this policy are as follows:

- 5.1 To survey, analyse and understand the reason for employee exits.
- 5.2 To monitor illegal and unethical practices in instances where the exit could be construed as constructive dismissal.
- 5.3 To identify factors that increase or decrease retention.
- 5.4 To illicit suggestions for improvement of service delivery.
- 5.5 To determine the circumstances, if any, under which the exiting employee would consider returning to the Department.
- 5.6 To assess and improve all aspects of the working environment, management style as well as process and systems.
- 5.7 To provide valuable information as to how to improve recruitment and inductions of new employees.
- 5.8 To provide relevant and useful data for training needs analysis and training planning processes.

6. PROCEDURE FOR CONDUCTING AN EXIT INTERVIEW

- 6.1 The exit interview must be arranged once the relevant employee's intention to leave the Department becomes known.
- 6.2 Interviews to be scheduled within 2 months before leaving.
- 6.3 Human Resources to facilitate Exit interviews for all employees who are leaving the Department.
- 6.4 **Exit interview can be conducted with face to face interview with direct supervisors.**
- 6.5 Exit interview questionnaire can be done individually by completing the attached questionnaire form and can be mailed to Human Resource Administration Directorate.
- 6.6 The supervisor must provide the employee with the standard exit interview Questionnaire, attached as an annexure, for completion before the exit interview. Should an employee prefer not to participate in a formal exit interview, but choose to complete it

by her/himself, she/he must indicate it as such on the questionnaire. (An Exit Questionnaire form to be requested from HRA or downloaded on the Intranet).

- 6.7 The exit interview does not necessarily have to be conducted by the supervisor. An employee may choose to have the interview with another employee in a
- 6.8 The interviewer must inform the interviewee that the information resulting from the interview will under no circumstance disadvantage her/him.
- 6.9 The interviewee should bring the completed Exit Interview Questionnaire along during the discussions and the interviewer should explore any outstanding issues.
- 6.10 The interviewee may sign the form despite whether it was a written or verbal interview.
- 6.11 The original exit interview questionnaire and any additional notes from the interview should be provided to the human resource via the relevant Director or higher.
- 6.12 The completed information contained in the exit interview must at all times be treated with the strictest of confidentiality by all officials having access to it.
- 6.13 The exit interview is intended to give the employee a chance to speak freely and give feedback about reasons for leaving their employment.

7. ANALYSIS OF THE INFORMATION AND REPORTING

- 7.1 The Directorate: Human Resource Administration must ensure that the information obtained through the exit interview questionnaire is analysed and key turnover trends and recurring issues are identified and reported to the Chief Directorate on a quarterly basis.
- 7.2 Information will be presented to the management as anonymous information.

8. ROLES AND RESPONSIBILITIES

- 8.1 The line manager/supervisor must immediately inform/contact Human Resource Administration Office about the intentions of employee whose is leaving the Department.
- 8.2 The relevant Director or higher must ensure that the Exit interview questionnaire is completed before an employee exits the Department
- 8.3 The Director or higher must take note of the feedback provided in the Exit interview questionnaire and take immediate remedial action where necessary.
- 8.4 The Director or higher is responsible to submit the completed exit interview questionnaire to the Human Resource Administration Office.
- 8.5 The Directorate: Human Resource Administration shall keep record of all Exit interview questionnaires.

9. CONFIDENTIALITY OF EXIT PROCESS INFORMATION

- 9.1 Information will be kept confidential and will be used by Human Resource Administration to identify trends as to why employees are leaving the department.
- 9.2 Some information will not be possible to be kept as confidential where action has to be taken immediately. e.g Harassment or illegal activity.
- 9.3 The Department will ensure that an employee will be informed prior to disclosure of any information provided in the exit interview, completely or partly if need be.

10. MONITORING AND EVALUATION

- 10.1 The Human Resource Administration Directorate in the Department will monitor progress regarding the implementation of the policy.
- 10.2 The policy will be reviewed as and when there is a need.
- 10.3 All employees must ensure adherence to the provision of the policy.

11. CONCLUSION

An exit interview is recognised as a good practice in obtaining feedback with regards to employee management. Exiting employee must provide the Department with the required information in order to facilitate a conducive work environment to attract and retain employees.



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

POLICY ON RESETTLEMENT COSTS

File Name	Policy on Resettlement Costs
Original Author (s)	Directorate: HR Administration
Date of Implementation	1 April 2020
Next Review Date	1 April 2022
Approved by Delegated Authority	
Mr Tshangana ACTING DIRECTOR-GENERAL: WATER AND SANITATION	Signed: Date:

CONTENTS

1. Purpose.....4

2. Scope.....4

3. Legislative Provisions.....4

4. Definitions.....5

5. Principles.....6

6. Policy Provisions.....6-13

7. Conclusion.....14

Annexure A.....15

1. PURPOSE

- 1.1 The purpose of this policy is to outline the Departments financial obligation in respect of reimbursement for actual financial expenses incurred whilst relocating and concomitant resettling an employee from one headquarters to another in the interest of the Department, also to clearly and specifically set out the type and scope of reasonable expenses that an employee may expect to be paid by the Department upon resettlement.

2. SCOPE

- 2.1 This policy is applicable to the following categories of employees:

- a) Newly appointed employees.
- b) Employees on all salary levels, relocated within the DWS at request of the employer.
- c) Employees seconded at the request of DWS (as per agreement).
- d) Employees who wish to resettle/ relocate after they have terminated their services as a result of a promotion, retirement, restructuring or discharge due to ill-health and:
- e) Employee who are appointed on a fixed-term contract basis in terms of the (PSCBC) Resolution 1 of 2007.

- 2.2 The following employees are excluded from this policy:

- a) Employees transferred at own request.
- b) Person working on special project as consultants.
- c) Casual workers.
- d) Seconded employees.
- e) Interns.
- f) Employees who are dismissed due to:
 - i) Incapacity due to poor performance; or
 - ii) Misconduct.

3. LEGISLATIVE PROVISION

- 3.1 Public Service Regulations, (1 of 2001) as amended;
- 3.2 PSCBC Resolution (3 of 1999);
- 3.3 Public Finance Management Act, (1 of 1999);
- 3.4 Senior Management Service (SMS) Handbook (Chapter 3 of 2003);
- 3.5 The Constitution of the Republic of South Africa (108 of 1996).

4. DEFINITIONS

4.1	Contract Worker:	A person appointed on a fixed term contract and/ or additional to the fixed establishment of the DWS, for a period of 12 months and longer.
4.2	Department/ DWS/ Employer:	Department of Water and Sanitation
4.3	Employee:	A person who has been appointed temporarily/ on contract or permanently, notwithstanding that such appointment may be on probation to a post contemplated in Section 8 (1) (a) of the Public Service Act as amended, (103 of 1994) and includes a person contemplated in the said Act.
4.4	Furnished Accommodation:	A hotel or boarding room or a rented furnished private house with basic essential furniture
4.5	Head of Department:	The Director-General or delegated authority.
4.6	Headquarters:	City, town or where the principal duties of an employee have to be performed or which may be indicated as his/ her location on his/ her job description.
4.7	Household:	Employee personal effect.
4.8	Interim Accommodation:	Accommodation temporarily provided to a transferring employee for a period not exceeding 2 months while permanent accommodation is sought.
4.9	Immediate family:	Spouse, minor, adult children and adopted children who are still dependents (who lives with the employee except when attending an educational institution) who relies on the employee for bulk of his/ her subsistence.
4.10	Life Partner	Means an employee that would have the following characteristics: <ul style="list-style-type: none"> • The employee and his/ her partner are unmarried; • The partnership may include cohabitation; • The life partner and the employee share the responsibility for one another's collective common welfare and social needs, financially and otherwise.
4.11	New appointee:	A person appointed in the Public Service, which includes employees who had a break in Service.
4.12	Permanent Accommodation:	Accommodation of a permanent nature which will be regarded as the employee's permanent place of residence, after the period of interim accommodation.
4.13	Resettlement:	Moving of an employee and/ or his/ her household from one headquarters to another in the Republic exceeding 50 km from his/ her previous place of work or to/ from another foreign country or Municipal.
4.14	Casual worker:	A person employed on a day-to-day basis and who is paid a daily wage and who does not work for 24 hours a month.
4.15	Sundry Allowance:	An amount of one month's basic salary on current rank given to an employee to compensate him/ her for incidental expenses incurred.

5. PRINCIPLES

- 5.1 The employer may generally meet up to a reasonable amount, the actual Resettlement trans-national costs (within the Republic of South Africa or outside the Republic where the Department is involved in trans-national projects), incurred by an employee and his/her immediate family as a result of official duties.
- 5.2 The Department shall seek to find the most cost- effective way of meeting its obligation with reasonable measures at all times.
- 5.3 The spirit of this policy is to compensate an employee who, in the interest of the Department and at the Departments expense, is transferred or appointed or, due to certain service requirements, utilized at a place other than his/ her headquarters, or is relocated on termination of service within the framework of the provisions and the measures and guidelines set out in Chapter 15 of PSCBC Resolution 3 of 1999 (includes transfer), and as a result of this must resettle to another residence that may be at another city, town or headquarters.
- 5.4 Deviations from this policy must be submitted to the Director-General for decision.

6. POLICY PROVISIONS

- 6.1 The Department will cover reasonable costs for resettlement **within available financial resources** in respect of an employee upon resettlement for the following reasons:
 - 6.1.1 A newly appointed employee in the Department.
 - 6.1.2 An employee transferred within the Department as a result of operational requirements.
 - 6.1.3 An employee transferred from another Department as a result of operational requirements.
 - 6.1.4 An employee appointed to a higher position from another Department or within the Department **who relocates for a distance exceeding 50 kilometers away from his/ her previous headquarters.**
 - 6.1.5 An employee who must vacate official housing as a result of operational requirements.
 - 6.1.6 An employee who retires in terms of the Public Service Act.
- 6.2 The resettlement agreement must be completed and signed by the employee and relevant Head prior to the employee receiving payment of the resettlement benefits.
- 6.3 The Department will pay the following resettlement benefits to employees who are transferred as a result of reasons stipulated in paragraph 6.1.2 to 6.1.5 *supra*:
 - 6.3.1 Transport expenses and insurance costs of the personal effects of an employee and/ or his/ her household;
 - 6.3.2 Storage of the personal effects of an employee and/ or his/ her household for a maximum period of 4 months;

- 6.3.3 Interim accommodation expenditure of a transferring employee and/ or his/ her household for a period not exceeding two (2) months. In exceptional circumstances interim accommodation to a maximum period of four (4) months may be provided. The employee must show and **motivate in writing** that he/ she is in the process of gaining permanent accommodation, in which case another two (2) months may be allocated;
- 6.3.4 Taxation in respect of transport of motor vehicles across international borders;
- 6.3.5 Transfer fees connected with the purchase of/ or erection of a dwelling. This excludes occupational rent and municipal fees, within a period of one (1) year after date of transfer;
- 6.3.6 Expenditure on schoolbooks, uniforms and other requirements;
- 6.3.7 Sundry Allowance;
- 6.3.8 Traveling expenses originating from children's schooling. This applies mainly when an employee relocates mid-year and he/ she needs children to finish the year in their current school;
- 6.3.9 Once off pre-visit to the new headquarters, limited to 4 working days. **The employer shall meet the actual cost limited to Departmental Financial Instruction in terms of accommodation and subsistence/ travel expenses an employee incurs during a pre-visit, i.e 4 days and 3 nights. The expenditure of pre-visit is limited to an employee.**
- 6.3.10 An employee must have accepted the officer before the pre-visit.**
- 6.4 Employees who are appointed for the first time in the Public Service will qualify for the payment of transport expenses and insurance cost for the personal effects of an employee and/ or his/ her household and storage of personal effects of an employee and/ or his/ her household for a period of one (1) month.
- 6.5 Employees who retire in terms of the Public Service Act, will qualify for the transport expenses and insurance costs of the personal effects of an employee and/ or his/ her household within a period of six months from date of retirement.
- 6.6 Employees who retire in terms of the Public Service Act, will qualify for the storage of their personal effects for a maximum period of one month to be utilized within the six month period from date of retirement.
- 6.7 The application for these benefits must be approved by the relevant head prior to the employee going on retirement.
- 6.8 **No payment must be made by the official towards movement, storage and transportation of personal belongings. The directorate Finance and Supply Chain must be contacted to make arrangement for the movement, storage and transportation of the official belongings. Failure to comply may result to non-reimbursement of expenses incurred by official.**

6.8 Summary of Resettlement Benefits

Benefits	When employee is transferred due to reasons indicated in paragraph 6.1.2 to 6.1.5 of this policy	When employee is appointed for the first time in the Public Service as indicated in paragraph 6.1.1 of this policy	When service is terminated as indicated in paragraph 6.1.6 of this policy
Travelling and Subsistence expenses	yes	none	None
Transport expenses and insurance costs of the personal effects of an employee and /or his / her household	yes	yes	yes
Storage of the personal effects of an employee and/ or his/ her household for a maximum period of 4 months.	yes	Yes; limited to 1 month	Yes; limited to 1 month
Interim accommodation expenditure of an employee and/ or his/ her household for a maximum period 2 months. Another two months of interim accommodation may be provided, if there is sufficient proof that indicates that suitable accommodation is not available.	yes	none	none
Taxation in respect of transport of motor vehicles across international borders.	yes	none	none
Transfer fees connected with the purchase or erection of a dwelling. This excludes occupational rent and municipal fees.	yes	none	none
Expenditure on schoolbooks, uniforms and other requirements.	yes	none	none
Sundry Allowance (defined as one month's basic salary irrespective of date of resettlement on current rank of transfer. In event of furnished accommodation - 25% of one month's basic salary)	yes	none	none
Traveling expenses originating from children's schooling. This applies mainly when an employee relocates mid-year and he/ she needs children to finish the year in their current school.	yes	none	none
Once off pre-visit to the new headquarters, limited to 4 working days.	yes	none	none

6.9 If an employee resigns from the Department within 12 months of receiving the above-mentioned resettlement costs, he/ she must reimburse the Department.

6.9.1 **The employee must agree in writing that if he/ she should leave the Public Service less than 12 months, after the date of resettlement he/ she will be liable for reimbursing the employer for a full amount of resettlement.**

6.10 CONDITIONS FOR TRANSPORTATION OF PERSONAL EFFECTS AND STORAGE

- 6.10.1 The request for removal of furniture must include the appointment letter, acceptance letter, the completed resettlement agreement and a detailed description of furniture/ personal effects, to be removed as well as estimated cost for insurance purposes;
- 6.10.2 Employees are expected to make arrangements for their households and personal possessions to accompany them on the date of transfer. If there are valid reasons why this cannot be done, employees must obtain prior approval in writing for the postponement of the transfer;
- 6.10.3 Postponement shall only be granted for a period of six (6) calendar months; and in cases where it is in the interest of the schooling of children, it may be granted until the end of that particular year.

6.11 CONDITIONS FOR RESETTLEMENT EXPENDITURE: NEW SCHOOL BOOKS, UNIFORMS AND RELATED COSTS:

- 6.11.1 **Within (12) months of the transfer**, proof of transfer between schools must be submitted, as well as proof of expenditure on school books or uniforms or other related costs and the completed resettlement agreement;
- 6.11.2 A once-off amount determined by the Department of Public Service and Administration will be paid for each **dependent** child attending school condition that;
- a) **The books and uniforms are not the same as the former school (excluding pre-school, children who will be attending school for the first time and tertiary students).**
 - b) **Compensation only applies to formal school uniforms and/ or books as prescribed by the new school at the new headquarters and which are immediately needed for school attendance by the child after his/ her arrival.**
 - c) **The employee must submit a detailed/ specified invoice of purchases.**
- 6.11.3 **Children who change school from primary to high school and / or will be attending school for the first time are excluded.**
- 6.11.4 Should an employee be transferred at the end of a school year and his/ her child(ren) start(s) school or advances from primary to secondary school the following year, no expenditure may be claimed, due to the fact that no extra costs would have been incurred by the employee;
- 6.11.5 The employee must certify the expenditure.

6.12 CONDITIONS FOR INTERIM ACCOMMODATION:

- 6.12.1 Reasonable actual costs will be paid by the department;
- 6.12.2 The following expenses must be borne by the employee himself/ herself: private telephone calls, tips, alcoholic drinks, non-alcoholic drinks outside meal times and room service.

6.13 CONDITIONS FOR TRANSFER FEES ON PURCHASING/ERECTING OF A HOUSE:

- 6.13.1 He/ she must have purchased a home at the new headquarters within a period of 12 calendar months from the date of the transfer, which is registered in his/ her or his/ her spouse's name.
- 6.13.2 The employee must have possessed a home which was registered in his/ her or his/ her spouse's name at the previous headquarters and which was sold (not rental property); or he/ she must vacate official quarters and now need to secure new accommodation and wish to purchase a new home.
- 6.13.3 **DWS may pay an amount in respect of the actual transfer fees, if the employee purchases a residential dwelling site at the new headquarters to a maximum of R20000.00**
- 6.13.4 **This amount cost of conveyance of property, mortgage registration costs, expenditure arising from the drafting of the purchase contract and inspection fees and all administrative cost relating to acquiring a new dwelling.**

6.14 COMPENSATION OF EXPENSES REGARDING TRANSFER FEES

- 6.14.1 The purpose of this measure is to reimburse certain expenses to an official who, as a result of a transfer, is obliged to sell his/ her dwelling at his/ her previous headquarters and to purchase/ erect a dwelling at his/her new headquarters.

6.14.2 SCOPE OF APPLICATION

An official qualifies for participation in the measures only if he/ she:

- 6.14.2.1 changes headquarters because he/she has transferred-
- a) at State expense and primarily in the interest of the State; or
 - b) from abroad; or
 - c) on termination of his/her secondment to another Government back to the Republic or
- 6.14.2.2 takes occupation of a private dwelling at his/her existing headquarters because -
- a) owing to Departmental requirements, he/ she is compelled to permanently vacate his/ her assigned official quarters with full transfer privileges; or
 - b) he/ she obtains exemption of occupation of his/ her assigned official quarters and permanently vacates the said quarters at his/ her own expense; or
 - c) arising from his/ her appointment he/ she has to vacate the official quarters he/ she was compelled to occupy; and
- 6.14.2.3 sells his/ her dwelling at his/ her previous headquarters and purchases or erects another dwelling at his/ her new headquarters, which dwelling must be owned and occupied in accordance with paragraph 6.12.3.1.

6.14.3 REQUIREMENTS: SALE AND PURCHASE OF DWELLINGS

6.14.3.1 The dwelling must at each headquarters -

- a) be registered, in the name of the official or his/ her spouse, or jointly. The mortgage on the dwelling must also be registered at a financial institution; and
- b) be permanently occupied by the official and/ or a member of his/ her household.

6.14.3.2 In the case of transfers, the dwelling -

- a) at the previous headquarters, must not be sold prior to the date of written notice of the transfer; and
- b) must not be purchased or erected at the new headquarters prior to the aforementioned date.

6.14.3.3 In the case of vacating assigned official quarters the -

- a) dwelling at his/ her previous headquarters must have been owned and occupied by the official and must not have been sold prior to the date of written notice to occupy the quarters; and
- b) dwelling at his/ her new headquarters must not be purchased/ erected prior to the date of written notice to vacate the quarters.

6.14.3.4 For the purpose of subparagraphs 6.14.3.2 and 6.14.3.3 a dwelling is -

- a) regarded as being sold or purchased at the earliest on the date upon which the seller accepts the written proposal of the buyer;
- b) regarded as being erected, if an official erects a dwelling on the date upon which-
 - (i) the financial institution from which the building loan was obtained, releases the funds; or
 - (ii) building activities are commenced where the financing is not supplied by an institution; and
- c) not regarded as being sold or purchased on the hire purchase basis.

6.14.4 REIMBURSEMENT OF EXPENSES

6.14.4.1 **The actual expenditure in respect of the cost of conveyance of land (conveyancer's fees, sundry attorney's costs and transfer duty excluding interest on transfer duty) incurred by an official in connection with the purchase of a dwelling, or a building site and the erection of a dwelling upon it, at his/ her headquarters may be reimbursed from the Directorate's budget.**

6.14.4.2 The following must be finalised before subparagraph 1 may be applied:

- a) The relevant Head must satisfy him/ herself of the acceptability of -
 - (i) the amount claimed in respect of attorney's costs. If any doubt exists concerning the regularity thereof, it must be referred to the State Attorney for appraisal; and

- (ii) the reasons for any unusual delays in finalising the sale and purchase transactions.
 - b) The official must furnish documentary proof of the expenditure referred to in paragraph 1. Where only a building site is purchased transfer duty may only be reimbursed once the dwelling is erected.
- 6.14.4.3
- a) Reimbursement in accordance with subparagraph 1 must be paid directly to the official except when he/ she utilises a portion of the profit of the sale of his/ her previous dwelling to pay for the transfer fees on the new dwelling/ building site.
 - b) In the latter circumstances, the Department must deposit the amount to be reimbursed directly into the registered mortgage loan account for the official's new dwelling/ building site.
 - c) If the portion of the profit which was utilised to pay for the transfer fees is less than the amount payable in accordance with subparagraph 1, only an amount equal to that portion of the profit must be paid directly into the mortgage account and the balance must be paid to the official.

NOTE

The following persons and circumstances are excluded from participation in these measures:

An official who -

- a) is transferred at his/ her own request, which is not primarily in the interest of the State;
- b) vacates his/ her assigned official quarters on a temporary basis;
- c) is transferred to, or vacates assigned official quarters at a headquarter where he/ she already owns a dwelling, irrespective of whether he/ she purchases a second dwelling at that headquarters or retains or sells the first-mentioned dwelling;
- d) permanently vacates his/ her own dwelling at his/ her present headquarters to occupy rented accommodation and he/ she -
 - (i) is instructed to occupy official quarters at that headquarters while renting such accommodation; or
 - (ii) whilst occupying such rented accommodation or, if applicable, the official quarters referred to in (i), was transferred to another headquarters where he/ she occupied official quarters, irrespective of whether he/ she immediately took occupation of such quarters or whether he/ she temporarily occupied rented accommodation;
- e) on the date of written notice of his/ her transfer to a new headquarters occupies rented accommodation, at the headquarters where he/ she owns a dwelling and from where he/ she is transferred; or
- f) purchases only a building site at his/ her new headquarters. Transfer duty may only be reimbursed once the dwelling is erected and the transfer fees have been incurred.

Resettlement cost for employees appointed on a fixed term contract in terms of PSCBC Resolution 1 of 2007, condition there is no break in service is regarded as a Public Servant and; -

- a) qualifies for all resettlement benefits as stipulated in the said policy and –**

- b) employees who are appointed on a casual basis will not qualify for all the resettlement benefits, and will only qualify for the transport of personal belongings, substance and traveling expenses and storage of personal belongings for a period of one month.

6.15 CONDITIONS FOR SUNDRY COSTS:

- 6.15.1 The department will compensate the employee a single amount to meet incidental expenses arising from resettlement, other than those for which provision is made elsewhere, on the following basis:
 - 6.15.1.1 If furnished accommodation is permanently occupied an amount equal to 25% of an employee's basic monthly pensionable salary as on the date of resettlement.
 - 6.15.1.2 If unfurnished accommodation is occupied permanently an amount equal to an employee's basic monthly pensionable salary as on the date of resettlement.
- 6.15.2 The request for the payment of the sundry allowance must include the appointment letter, acceptance letter, and a rental agreement/ purchase agreement (proof of occupancy if applicable).
- 6.15.3 An affidavit must be submitted attached as Annexure B, declaring that neither the employee nor his/ her spouse/ life partner already owns/ rents/ occupies a property within 100km of the new place of work.

7. CONTROL MEASURES

- 7.1 Each Branch/ Component is responsible for the funding of the resettlement expenditure incurred within its budget program.
- 7.2 Each Branch/ Component has to facilitate arrangements in terms of the resettlement expenditure on appointment or transfer or service termination of employees in their branch/ Component.
- 7.3 Each Branch/ Component has to complete, check and approve all claims for payment of resettlement expenditure incurred within its program. The resettlement agreement must be forwarded to HR Administration in order to be placed on the official's personal file. (see the attached **Annexure A**)
- 7.4 All claims for the payment of the sundry allowance and the reimbursement of transfer fees connected with the purchasing/ erecting of a house has to be verified by HR: Administration before submitting the claims for payment, accompanied by the completed Annexure A.
- 7.5 All claims for the payment of resettlement expenditure must be approved according to the following levels:
 - 7.5.1 For employees on salary levels 1 to 8 the claims must be approved by the relevant Director.
 - 7.5.2 For employees on salary levels 9 to 12 the claims must be approved by the relevant Chief Director.
 - 7.5.3 For SMS members, the claims must be approved by the relevant Branch Head.
 - 7.5.4 Claims from Branch Heads must be approved by the Director-General.

7.5.5 Claims from the Director-General must be approved by the Minister.

8. CONCLUSION

8.1 This policy is intended to augment the law only and is always subject to the prescripts of the law from time to time. The latter will always prevail over this policy should any contradictions between the two occur. The Department is bound by law to implement its provisions.

RESETTLEMENT AGREEMENT

Entered into between the Department of Water and Sanitation

AND

I, _____ hereby undertake to repay the total amount of expenses, plus interest incurred in respect of my resettlement expenditure should I terminate my employment from the Public Service within twelve (12) months.

Name and Surname : _____
Rank : _____
Salary Level : _____
Persal Number : _____
Directorate : _____

Employee's signature

Date:

Head of Section

Date:



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Overtime Policy (Draft 1)

Document Information and Revision Log

File Name	Overtime Policy
Original Author (s)	Directorate: HR Administration
Date of Implementation	Date of Approval
Next Review Date	1 November 2015
Approved by Delegated Authority	
Mr M Tshangana ACTING DIRECTOR-GENERAL: WATER AND SANITATION	Signed: Date:

Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

CONTENTS

1.	Purpose.....	4
2.	Scope.....	4
3.	Legislative Provisions.....	4
4.	Definitions.....	4
5.	Principles.....	4-5
6.	Policy Provisions.....	5
7.	Weekends and Public Holidays.....	6
8.	Sunday Work.....	6
9.	Special consideration/circumstances for overtime.....	6
10.	General Conditions.....	6
11.	Control Measures	6-7
12.	Conditions for creation of an authorisation number by HR.....	7-8
13.	Claims for overtime performed.....	8
14.	Emergency Work.....	8
15.	Conclusion.....	8
16.	Annexure A - C.....	

1. PURPOSE

1.1 The purpose of the policy is to regulate the payment of overtime.

2. SCOPE

2.1 This policy is applicable to all employees of the Department of Water and Sanitation.

3. LEGISLATIVE PROVISIONS

3.1 Basic Conditions of Employment Act (75 of 1997);

3.2 Labour Relations Act, (66 of 1995);

3.3 Public Service Act, as amended (103 of 1994);

3.4 Public Service Co-coordinating Bargaining Council Resolution 3 of 1999;

3.5 Public Service Co-ordinating Bargaining Council Resolution 1 of 2007;

3.6 Public Finance Management Act, (1 of 1999);

3.7 Public Service Regulations, 2001 as amended;

3.8 Public Service Regulations, 2016

3.9 The Constitution of the Republic of South Africa, (108 of 1996).

4. DEFINITION

4.1	Department	Department of Water and Sanitation
4.2	Employee	A person who has been appointed temporarily/on contract or permanently, notwithstanding that such appointment may be on probation, to a post contemplated in Section 8 (1) (a) of the Public Service Act, 1994 (as amended), and includes a person contemplated in the said Act.
4.3	Overtime	Work performed in addition to/or after normal working hours.
4.4	Head of Department	The Director - General or delegated authority
4.5	Overtime calculator	A calculator provided by HR Administration, which takes the hours worked, the notch of the employee and calculates the normal and Sunday hourly rate. This calculator must be populated with the relevant information.

5. PRINCIPLES

5.1 In accordance with Public Service Regulations, part V E. 2(b); an employee may be compensated for overtime work if the department has an Overtime Policy. PSCBC Resolution 3 of 1999, part VIII 3 also stipulate that before compensation for overtime is

authorized a written policy for the Department should be implemented determining the conditions under which the Department shall provide compensation for overtime work.

- 5.2 Overtime work shall be utilized only when it is clearly necessary and cost effective.
- 5.3 Strict and accurate records i.e. time sheets or registers must be kept.
- 5.4 An application for overtime must be approved prior to an employee performing remunerative overtime.
- 5.5 Overtime cannot be claimed during any period of leave of absence (i.e annual leave, special leave, family responsibility leave, sick leave etc) Should an employee, however, be requested by his/her manager to perform such a duty due to a crisis, such leave will be cancelled and overtime be claimed. Such a request must be in writing, stating the reasons and submitted together with the claim.
- 5.6 **Employee's on leave of absence (i.e annual leave, special leave, family responsibility leave, sick leave etc) on a Friday may not partake on remunerative overtime on a Saturday or Sunday.**
- 5.7 Overtime cannot be claimed whilst participating in strike actions.
- 5.8 Deviations from this policy must be submitted to the Director-General for a decision.
- 5.9 *Ex post facto* payment for overtime may be granted under special circumstances and must be approved by the Head of Department.

6. POLICY PROVISIONS

- 6.1 Overtime will be performed in terms of the agreement and conditions agreed upon between the employer and employee. (**Annexure A**)
- 6.2 **Requests for remunerative overtime shall not exceed 30% of an employee's basic monthly salary or somewhat uphold the limitation determined by the Minister or whichever is lesser.**
- 6.3 **According to the provisions of Regulation 49 of the Public Service Regulations. 2016; exceptional cases for remunerative overtime which exceed 30% of employees monthly salary cease to exist with effect from 1 August 2016.**
- 6.4 In terms of normal working hours an employer should compensate overtime by:
 - 6.4.1 Paying the employee one and a half times his/her normal hourly remuneration, or
 - 6.4.2 granting the employee time-off equal to time worked. Time-off can only be utilized as a tool to reward employees for overtime work in cases where funds for overtime are not available and where there is no agreement in place for overtime remuneration.
- 6.5 The number of overtime hours that may be performed is limited to an average of three (3) hours per day or ten (10) hours per week and eight (8) hours on weekends and Public Holidays, over a period of four (4) months.
- 6.6 Traveling before and after official working hours for purposes of attending meetings between sites/offices may not be claimed as overtime.
- 6.7 Only those employees who perform work in excess of the normal working hours for a period of time may receive overtime compensation.
- 6.8 Managers should minimize overtime work in general and ensure that overtime is not abused.

- 6.9 Managers should only authorize compensated overtime when their components have to take on additional tasks for a period of time.
- 6.10 Vacancies should be filled as soon as possible and where vacancies exist, Directors should as far as possible attempt to reallocate duties to limit the use (utilisation) of vacancies as a motivation for overtime.
- 6.11 Overtime should not be allowed when employees have to attend courses, except where the work is of critical importance for the employer.

7. WEEKENDS AND PUBLIC HOLIDAYS

- 7.1 Employees may from time to time be required to work outside ordinary working hours, over weekends or on public holidays. The Department will give as much notice as possible, if such working condition/ s are required.

8. SUNDAY WORK

- 8.1 An employer must pay an employee who works on Sunday at double the employee's wage for each hour worked, unless the employee ordinarily works on Sunday, then the rate of one and a half times his/her normal hourly remuneration should be paid for each hour worked.

9. SPECIAL CONSIDERATIONS/CIRCUMSTANCES FOR APPROVAL OF OVERTIME

- 9.1 Senior Management Service (SMS) – In accordance with Public Service Regulation paragraph V E3 in exceptional cases, the Head of Department may compensate a member of the Senior Management Service for the performance of overtime.
- 9.2 An employee who works less than 24 working hours per month may not work remunerative overtime.

10. GENERAL CONDITIONS

- 10.1 No employee should be required or permitted to perform remunerated overtime except in accordance with the overtime agreement, that must be signed prior to the overtime being performed. (**Annexure A**)
- 10.2 There is adequate control of remunerated overtime duty, either through supervision or control of outputs;
- 10.3 Remunerated overtime is not authorized for trifling periods;
- 10.4 Overtime remuneration is cost-effective;
- 10.5 Records related to overtime performed must be kept for record and audit purposes (eg. approved submission, agreements, claim forms etc)

11. CONTROL MEASURES

- 11.1 Managers should ensure that :
 - (a) Employees may only embark on remunerated overtime once approval has been granted by the delegated authority as per **Annexure B**.

- (b) Employees who are authorised to perform remunerated overtime must sign the agreement to perform overtime as per **Annexure A**.
- (b) The Head of Directorate must determine beforehand the number of hours of overtime duty to be performed each day and, as far as possible, set production targets and/or aims as criteria.
- (c) The overtime calculator provided by HR: Administration must be utilized by the Manager to determine the hours worked per employee.
- (d) Funds are available to finance the expenditure which will be incurred as a result of the approval of rendering paid overtime duty (directorate heads/regional heads should in all instances indicate whether funds are available or not);
- (e) The overtime duty performed are monitored continuously in order to ensure that the allocated hours and budget is not exceeded, since this will result in such claims being rejected. Should it be established, during this process that the approved hours and/or budget are to be exceeded, approval must be obtained from the delegated authority **before** this additional overtime could be performed.
- (f) Staff are not employed on overtime duty to such an extent that the quantity and quality of work (productivity) performed during normal hours of attendance as well as during periods of overtime duty are adversely affected;
- (g) All overtime, as far as possible, must be performed at the employees' normal place of work. Program Managers or the Director-General, (in the case of Senior Managers) can, however, in exceptional circumstances approve that overtime work be performed at another place, provided that they satisfy themselves that the number of hours overtime worked were necessary to perform the tasks. The quality and quantity of tasks must also be in line with the number of overtime hours worked;
- (h) A record of attendance is kept and duly monitored by the supervisor.
- (i) It is the responsibility of the supervisor to ensure that employees perform overtime as per the hours indicated in the approval by the delegated authority.

11.2 Measures for approval of overtime :

- 11.2.1 Heads of Directorate (Regional Heads) should, if they are convinced that remunerative overtime is justified, give approval in this regard.
- 11.2.2 Once approval for the performance of overtime has been granted, the application should be given to the Area Manager/HR Manager for submission to HR Administration for authorization and/or implementation.
- 11.2.3 The approval of remunerated overtime for members of the Senior Management Service is vested in the Director-General.

11.3 Limiting the performance of overtime to the correct levels

- 11.3.1 Officials should not be utilized to perform work at level lower than their own during overtime. The correct staff should be utilized for the correct duties. Senior officials therefore should also not perform lower level duties.

12. CONDITIONS FOR THE CREATION OF AN AUTHORISATION NUMBER BY HR

- 12.1 A submission must be drafted by the section/directorate requesting the overtime and approved by the delegated authority as per **Annexure B**.

- 12.2 After approval has been granted by the relevant delegated authority all documentation must be forwarded to the Directorate : HR Administration for processing.
- 12.3 The following information must be included in the submission:
- (a) The start and end date
 - (b) The purpose of the overtime
 - (c) The background (functions to be performed, factors that led to or influenced the current situation)
 - (d) Deliberation (why services need to be rendered, why an after normal office hour service needs to be rendered, why the specific functions can only be performed after normal office hours, outcomes to be reached, outcomes to be monitored, how overtime can be prevented or minimised)
 - (e) There must be indication of name, persal number, salary level, notch and rank of all employees who will be performing the duties;
 - (f) the number of overtime hours required (normal and Sunday rate indicated separately);
 - (g) Financial implications (the estimated expenditure on the planned overtime; accompanied by a BAS / SAP report reflecting available expenditure)
 - (h) particulars of supervisory arrangements during the performance of overtime.
- 12.4 Once a submission has been approved by the delegated authority and submitted to the Directorate : HR Administration for the creation of the authorisation number, any amendments made thereafter must be submitted with a new overtime request as per **Annexure B**. (example, changes to start/end date and employees to be added to remunerated overtime.
- 12.5 In instances whereby funds need to be shifted for the payment of overtime, the authorisation number will only be created, once proof has been submitted.
- 12.6 The authorisation number on Persal will only be created once all conditions indicated above have been met.
- 13. CLAIMS FOR OVERTIME PERFORMED**
- 13.1 Claims for remuneration for overtime worked must be made on the prescribed claim form (**Annexure C**).
- 13.2 Claim forms must be completed correctly and forwarded to the Director: Financial Administration within 7 days of the month following the month overtime duties were performed. Claims for a specific month may not be split into two separate claims and submitted on different occasions.
- 13.3 Claims for remunerated overtime must be verified and confirmed against the attendance register kept by supervisors.
- 14. EMERGENCY WORK**
- 14.1 The Head of Department may require an employee to perform work outside his/her normal working hours if the work must be performed urgently owing to circumstances, which are beyond the control of the Head of Department and or which she/he could not reasonably have been expected to make provision for.

14.2 Where the employee is required to work outside normal working hours as a result of an emergency or due to circumstances unforeseen by the Department, the time so worked shall be deemed to be overtime.

15. CONCLUSION

15.1 Please note that the implementation of the policy contained in this document is subjected to approval and signature of the delegated authority.