



B.10 WORKING HOURS POLICY AND PROCEDURE

University of Limpopo			
Title:	Working Hours Policy and Procedure		
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1. INTRODUCTION

The purpose of this policy is to regulate official working hours in order to enable the University to meet its operational objectives. The principles of the policy are guided by the Basic Conditions of Employment Act of 1997.

2. POLICY STATEMENT

- 2.1 Employees are expected to be present and ready for work during all of their scheduled work hours. Attendance and punctuality will be considered in performance reviews.

3. SCOPE OF APPLICATION

This policy and procedure applies to all employees of the University of Limpopo.

4. ACCOUNTABILITY

- 4.1 All line managers are accountable for:

- 4.1.1 Administering this policy and procedure in respect of employees under their supervision;

4.1.2 Maintaining individual attendance and punctuality records for each employee; and

4.1.3 Regulating the working time of employees.

4.2 The Human Resources Department is accountable for:

4.2.1 Regularly analysing and reporting overall attendance and punctuality information;

4.2.2 Monitoring attendance to ensure consistent administration of this policy; and

4.2.2 Administrative duties and record keeping regarding working hours.

5. PROCEDURES AND GUIDELINES

5.1 Official Hours of Work

5.1.1 Official effective working hours of the University are 37.5 hours per week. This excludes a paid lunch break of 1 hour per day.

5.1.2 Official working times of the University are 07h30 to 16h00, Monday to Friday. These hours may be deviated from due to operational requirements which include, but are not limited to activities such as security services, lectures, practicals, examinations, research, community service and library functions.

5.1.3 Official working times of the University include a lunch break of 1 hour taken between 12h00 and 14h00.

5.2 Overtime

5.2.1 The University may require administrative and support employees to work outside their normal working hours and beyond their daily hours or over weekends and public holidays due to operational reasons.

5.2.2 Any hours worked in excess of the hours stipulated in 5.1.2 above will be regarded as overtime.

5.2.3 Overtime may not be worked without the express prior approval by the line manager in advance in each instance, and in consideration of the departmental budget for overtime payments.

5.2.4 Line managers must keep records of all motivations for overtime worked for audit purposes, and must also ensure that all overtime is adequately supervised.

5.2.5 Employees must not be required or permitted to work overtime in excess of 3 hours a day, 10 hours per week and 40 hours per calendar month.

5.2.6 Employees may by agreement, be granted paid time off work commensurate with the overtime hours worked or may be given monetary compensation.

5.2.7 The statutory limit of remuneration levels for one to qualify for paid overtime, as gazetted by the Department of Labour, will be taken into consideration in determining whether employees are paid for overtime or are alternatively given paid time off work.

5.2.8 Overtime monetary compensation shall be calculated as follows:

- (a) One and a half (1½) times of the employee's normal hourly rate. This includes scheduled shifts worked on Sundays.
- (b) Double the employee's normal hourly rate for time worked during a Sunday or a public holiday. This does not apply to employees who ordinarily work on Sundays or public holidays.

These hours may be changed by collective agreement.

5.2.9 Academic employees are not entitled to overtime.

5.3 Standby Allowance

5.3.1 Employees who are required to perform certain operational essential services as determined by the University are required to be on standby from time to time and will be eligible for a non-pensionable standby allowance as determined from time to time through collective bargaining.

5.3.2 An employee on standby for a portion of the month will receive a pro-rata allowance.

5.3.3 Overtime during callouts will be paid according to the provisions of 5.2 above.

5.4 Night/Shift Allowance

By the nature of their responsibilities, certain employees are required to work on a rotating shift system that includes a night shift (work performed between 18h00 and before 06h00 on the next work day) and will be eligible for a shift allowance as determined from time to time through collective bargaining.

6. **EFFECT OF NON-COMPLIANCE**

Any non-compliance with this policy must be dealt with in terms of the normal institutional governance and management processes, including possible disciplinary action where appropriate.

