

Overtime Policy

SCOPE:

The scope of this policy applies to all salaried employees of CJA Telecoms whether employed at the official Business address or at whichever location CJA Telecommunication Ltd has operations and staff in the field.

OBJECTIVE:

The specific objective of this policy is to create a sustainable and pre-defined process and protocol for the working of, capturing, processing and effective management of allowable and sanctioned Over Time in the workplace.

1. Basic Expectation with regards to Over Time:

- 1.1 The basic protocol with regards to allowable and sanctioned Overtime is protected and well documented within the Basic Conditions of Employment Act (BCEA) – CJA Telecommunications (Pty) Ltd are committed to the legal implementation of the Act in the workplace and this policy is expressly written with that foundation in mind.
- 1.2 It is the employee's agreement with and the expectation of the Employer that all employees will from time to time or when duly scheduled or tasked to do so, work Overtime on request of the Employer. Only if the employee's contract of employ specifically states that no overtime will be expected or allowable would the employee have grounds to refuse any such justifiable and fair request.
- 1.3 However, employees who either by the nature of their position / stipulations of their specific employment contract and/or the level of their remuneration fall outside of the guardianship of the BCEA should take note of this fact and familiarize themselves with the policy statutes and guidelines that are in their respective contracts of employment and Company Policy Documents that pertain to this. Exclusive conditions from the BCEA are well documented and readily available from either the HR department or Labour Law websites. For any assistance in this regard feel free to contact the HR/Finance office.

2. Overtime Policy and Process for Employees covered by BCEA:

- 2.1 CJA Telecommunications (Pty) Ltd uses a Biometric Attendance and Clocking System. It is vital to understand that all and any hours worked on behalf of the Company needs to be captured correctly on this system. This system also allows for electronic mobile clocking for employees working off site or outside normal business hours. A rule of No-Clock-No-Pay applies.
- 2.2 Hours Claimed by employees that are not captured by this system will not be rewarded unless approved and forwarded for processing to the HR/Payroll Department by their respective Line Managers.
- 2.3 Any and all Overtime worked must be submitted for final approval by the employees Line Manager prior to it being processed on the Company payroll. The specific project or work place event that necessitated overtime to be worked also needs to be documented in this approval.
- 2.4 Each Project Leader is required to create an Overtime What's-app group as a mandatory verification and support tool. A request to work Overtime must be posted by the Employee (if working alone) or

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by the Team Leader on behalf of his team prior to Overtime being worked. It is the responsibility of each designated Project Leader to approve/deny any such overtime request timeously.

2.5 Designated Project Leaders / Line Managers will receive a Daily Automated report via email for the previous days Clocks. This report must be authorized and submitted electronically on a daily basis. ONLY overtime that is captured and approved within this system can be processed towards payroll inclusion.

2.6 Any and all variations on this process to be followed must be escalated to the HR/Payroll department within the same business day or latest the day after.

2.7 **Cut-off times for Overtime Capturing and Verification**

2.7.1 The monthly overtime schedule runs from the nearest Monday to the 15th day of each month until the nearest Sunday to the 15th day of the following month. This would have the net effect that each Overtime Period runs for a total of 4/5 weeks. Such Processed Overtime will be paid out on the Payroll run at the end of that month.

2.7.2 In the event that for any reason a 5 week Overtime schedule is selected for any specific month then the last day in such a scheduled period should be a Sunday no later than the 21st day of that month to ensure that enough time is available for processing prior to the Monthly Payroll Run.

2.7.3 The Final Payroll Processing Cut-off for completing any outstanding electronic processing via the system by all relevant Line Managers / Project Leaders in any given 4/5 week Period would be the Wednesday following the last Sunday of the Final week in this period.

2.7.4 Any overtime put forward for review/processing within any given period for payment in that month which is received later than 3 working days prior to Payroll release will only be processed in the next Payroll period.

Types and Rates of Overtime Allowable:

3. All overtime Rates for all types are worked out as an hourly rate based on the employees basic salary and excludes any performance, statuary or additional allowances/Benefits that may form part of the employees monthly pay package.

4. Standard (Weekday Overtime)

4.1 Overtime worked over and above the expected 9 hours (8 hours plus 1 hour unpaid lunch) per day from Monday to Friday (excluding Public Holidays)

4.1.1 Such Authorized Overtime worked will be paid out at a rate equal to and not less than 1 and a half times the standard calculated hourly rate of the employee.

5. Saturday Overtime

5.1 All hours worked on a Saturday is deemed as Overtime and the rate is as follows (excluding Public Holidays)

5.1.1 Such Authorized Overtime worked will be paid out at a rate equal and not less than 1 and a half times the standard calculated hourly rate of the employee.

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5.1.2 It is important to note that the Company will deduct 1 hour pay of the total Overtime worked, deemed as an unpaid Lunch allocation. If less than 5 hours are worked then no such deduction will be made.

6. Sunday Overtime

6.1 All hours worked on a Sunday are deemed as Overtime and the rate is as follows

6.1.1 Such Authorized Overtime worked will be paid out at a rate equal and not less than 2 times the standard calculated hourly rate of the employee.

6.1.2 It is important to note that the Company will deduct 1 hours pay of the total Overtime worked deemed as an unpaid Lunch allocation. If less than 5 hours are worked then no such deduction will be made.

7. Public Holiday Overtime

7.1 Should a public holiday fall on a day that the employee would normally **not be** scheduled to work and the employee is scheduled to work on such a day then any hours worked will be paid out at a rate equal and not less than 2 times the standard calculated hourly rate of the employee.

7.1.1 It is important to note that the Company will deduct 1 hours pay of the total Overtime worked deemed as an unpaid Lunch allocation. If less than 5 hours are worked then no such deduction will be made.

7.2 Should a public holiday fall on a day that the employee would normally be scheduled to work then the employee would automatically receive full payment for this day (paid holiday), however should the employee be scheduled or tasked to work on such a day then any hours worked will be paid out at an additional rate equal and not less than 1 times the standard calculated hourly rate of the employee which by implication would amount to twice the employees hourly rate for hours worked.

8. Employees who receive a Fixed Overtime Allowance

8.1 Some employees who by the nature and scope of their responsibilities and duties receive a Fixed Overtime Allowance and therefore do not receive additional pay for hours worked over and above the weekly threshold and within the allocated allowance threshold.

8.2 This Allowance is worked out at a percentage rate of the employees Basic Salary and is due to the employee every month whether the actual additionally provided for hours are worked or not.

9. Employees who fall outside of the BCEA

9.1 As per Government Legislated Guidelines any Employee who by their Position (Management level and higher), or their basic income (higher than the BCEA threshold) does not fall under the guardianship of the overtime stipulations in the BCEA.

9.2 Such Employees need to make sure that they come to a negotiated understanding of the Overtime Expectation that the employer has of them before commencing employment as this is their legal right to do so.

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9.3 A Fair Expectation of overtime will then be stipulate in the employees Contract of Employ and the specific details of this would be the guideline for any future disputes.

9.4 In the event that any such employee does have a duly authorized Overtime Claim then it is agreed that such a claim can either be settled by offering the employee equal value Paid Leave (Time Off) or as paid Overtime at a rate equal to their basic hourly salary rate.

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