

AGREEMENT

SAFETY AND SECURITY SECTORAL BARGAINING COUNCIL

| | |
|---------------|------------|
| AGREEMENT NO: | 5/2002 |
| DATE: | 2002-05-08 |

AGREEMENT: WORKING HOURS IN THE SOUTH AFRICAN POLICE SERVICE

NOTING that the provisions of Chapter Two of the Basic Conditions of Employment Act, 1997 regulates working time, and

FURTHER NOTING that in terms of the provisions of regulation 31 of the South African Police Service Employment Regulations, 2000 the National Commissioner must determine

- the work week and daily hours of work for employees, and
- the opening and closing times of places of work under his control

THEREFORE the parties agree to the following:

1. ORDINARY HOURS OF WORK

The ordinary hours of work of any employee shall not be more than 40 hours per week. The daily hours of work shall not be more than 8 hours per day for those employees who render administrative duties. Shift duties will be performed in either 8 hour or 12 hour shifts.

2. OPENING AND CLOSING TIMES OF PLACES OF WORK

Service to the public must as far as possible be rendered on a 24 hour a day, seven days a week basis taking into account available human resources. It is therefore important that the opening and closing times of places of work be structured in such a manner as to support this principle.

Places of work can broadly be categorised as follow:

2.1. Offices that render purely administrative functions.

These offices must be operative between the core hours of 07:30 and 16:00. In those instances where it will enhance service delivery to the public or it will accommodate the personal needs and circumstances of an employee, employees can be allowed to commence duties between 06:00 and 08:30 and terminate their duties between 14:30 and 17:00 with the proviso that:

- duties of 8 hours per day must be rendered and a meal interval of 30 minutes must be catered for;



- a request by an employee to render services during hours other than the core hours must not unreasonably be refused;
- the particular office must at all times be staffed during core hours.

2.2. Offices that render line activity duties

Offices that render line activity duties (eg. Community Service Centre, crime prevention) must as far as possible be operative on a 24 hour a day/seven days a week basis. For this purpose the following operating hours can be utilised:

2.2.1. Eight hour shift system

Employees render services for eight hours per shift, on average five times per week.

2.2.2. Twelve hour shift system

Employees render services for twelve hours per shift, on average three or four times per eight day cycle.

2.2.3. Fourty hour flexi system

In order to enhance service delivery it will be necessary for certain work stations not to operate within a fixed shift system, but rather according to service delivery needs. Employees may be utilised to render services for a period of between eight and twelve hours per day (normal working hours) provided that:

- any flexi system must solely be based on enhanced service delivery;
- any service arrangement must first meaningfully be consulted with the employees and their recognised employee organisations at a particular work station before the introduction there-of. A written record of the said consultation must be kept;
- the daily hours of work do not exceed twelve hours (excluding overtime);
- the weekly hours of work do not exceed forty hours(excluding overtime);
- the employee must perform these duties on not less than four occasions and not more than five occasions per week;
- a daily rest period of at least six consecutive hours between ending and recommencing work and a weekly rest period of at least 24 consecutive hours, which does not necessarily include a Sunday, are granted;
- these services be rendered uninterruptedly until completion of the shift.

3. OVERTIME

3.1. The daily and weekly maximum hours of overtime that may be required of an employee to work in terms of SSSBC Agreement 10/2000 is hereby revoked and replaced by a weekly average of not more than twenty five hours of overtime duties, calculated over a four month cycle, and provided that:

- an employee who performs an eight hour shift can only be required to perform an additional maximum ten hours of overtime duties per day;
- an employee who performs a twelve hour shift can only be required to perform an additional maximum six hours of overtime duties per day;

- an employee who performs overtime duties on an occasion when he/she does not perform normal duties, these duties must be restricted to 12 hours, provided that in exceptional circumstances this period can be extended to 18 hours.
- 3.2. All overtime duties performed is payable, unless the employee requests time off. Time off must be granted within one month of the employee becoming entitled to it. This period may be increased in terms of a written agreement for a period not exceeding 12 months, in which period the time off must be granted.
4. **STANDBY DUTIES**
- 4.1. An employee can be placed on standby for a period not exceeding 14 calendar days per month.
- 4.2. No compensation is payable for standby duties if an employee receives the service allowance. An employee who does not qualify for the service allowance but is placed on standby will receive a standby allowance at the rate of R13,15 for every 24 hour period.
5. The provisions of this agreement are applicable to all employees appointed in terms of the South African Police Service Act, 1995 and Public Service Act, 1994 excluding employees appointed to the Senior Management Service with regard to any compensatory measure referred to in this agreement.
6. Date of implementation: 2002-05-08.
7. If there is a dispute about the interpretation or application of this agreement any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.



SOUTH AFRICAN POLICE SERVICE



SOUTH AFRICAN POLICE UNION



POLICE AND PRISONS CIVIL RIGHTS UNION