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**OFFICE OF THE HEAD OF DEPARTMENT**

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**INTERNAL MEMORANDUM**

**TO : ALL DDG'S**

**ALL SMS MEMBERS**

**LABOUR UNIONS**

**ALL EMPLOYEES WHO HAVE NOT YET RECEIVED OVERTIME PAYMENTS**

**FROM : HEAD OF DEPARTMENT**

**DATE : 14 SEPTEMBER 2021**

**SUBJECT : DELAYS IN PAYMENT OF OVERTIME WORK IN SPECIAL SCHOOLS AND DURING PRESIDENTIAL EMPLOYMENT INITIATIVE PERIOD**

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1. The purpose of this memo is to brief employees and managers on processes that are underway in ensuring that employees whose overtime payment is still outstanding is ultimately paid.
2. It is important for the Department to extend a word of gratitude to all for the patience that you have shown despite the difficult challenges that you face in the midst of the delays and inconvenience as a result of this challenge.
3. The Department wishes to express its commitment to pay all employees affected by this non-payment. We further extend our unconditional apology.
4. Processing of payment for the overtime worked during the Presidential Employment Initiative Project is at an advanced stage and what is outstanding is the code from Provincial Treasury. The Department is currently engaging with Provincial Treasury in this regard. Two correspondences have already been



written to Provincial Treasury and in due course an engagement meeting is expected.

5. Regarding the historical overtime for Special Schools, the Department identified some challenges with regard to the information submitted to salaries for further processing. These are some of the challenges identified:

i. Incorrect classification/ categorization of claims

Classification of allowance payable as per accompanying lists conflict with actual claim forms, e.g., accompanying lists classify claims as supervisors' allowance with relevant information in this regard. However, accompanying calculations were made for night shift allowance payable.

This creates confusion and further means that amounts reflected as payable could be grossly incorrect.

ii. Periods are incorrectly stipulated

Conflicting periods reflected on claim forms and supporting documents (attendance registers/ schedules), e.g., claims relate to **January 2011**, while the supporting evidence relates to a completely **different month in 2012**.

iii. Applicable legislation not correctly applied

Calculations not made according to applicable prescripts

iv. Incomplete claims

Claim not covered by adequate source documents

v. Calculations cannot be verified

Period of overtime not clearly specified to verify calculated hours claimed for.

vi. Unavailability of Norms and Standards

The absence of clearly specified normal working hours and days for the employees who have varied job titles and job descriptions creates uncertainty with the validation of claims.



6. The Department has since established a project team currently housed in East London to correct all the identified gaps in the information provided. The project team has already started with its work and it is anticipated that they will have finalized the work by the end of the month. Once the verification and validation have been done, processes leading to the actual payment will unfold.
7. We are therefore making an appeal to all employees affected to give us a chance to finalize these processes as soon as possible. Progress made from time to time will be shared with districts affected in order to share such information with schools.

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**DR N. MBUDE**  
**HEAD OF DEPARTMENT**

*15/09/2021*

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**DATE**