



PAYDAY POLICY

TABLE OF CONTENTS

	Page
1. PURPOSE	3
2. OBJECTIVES OF THE POLICY	3
3. DEFINITIONS	3
4. LEGISLATIVE FRAMEWORK	3
5. SCOPE OF THE POLICY	3
6. POLICY PRINCIPLES	4
6.1 Councillors and Permanent employees	4
6.2 Contractual employees	4
6.3 Temporary employees and Seasonal Workers	4
6.4 Payment of additional allowances	4
7. IMPLEMENTATION AND REVIEW PROCESS	5
8. SHORT TITLE	5

1. PURPOSE

The purpose of the policy is to regulate the date on which Councillors and Employees of the Overstrand Municipality will receive their remuneration and / or allowances.

2. OBJECTIVES OF THE POLICY

The objectives of this Policy are to:-

- a) Establish a consistent payment routine for the payment of remuneration and / or allowances; and
- b) Provide information as to when remuneration and / or allowances will be paid.

3. DEFINITIONS

For the purpose of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meaning:

<i>“Councillor”</i>	A member of the Overstrand Municipal Council.
<i>“Permanent Employee”</i>	An official or worker appointed with paid leave and other entitlements / benefits in a position with unlimited duration.
<i>“Contractual Employee”</i>	A worker appointed on a fixed duration full-time or part-time basis for a period exceeding twelve (12) months to undertake and complete a specific task.
<i>“Temporary Employee”</i>	A worker appointed on a full-time or part-time basis for a maximum period not exceeding twelve (12) months to undertake and complete a specific task.
<i>“Seasonal Employee”</i>	A worker who is employed to work on a cyclical basis for a full season not exceeding a continuous period of six (6) months.

4. LEGISLATIVE FRAMEWORK

This Policy must be read in conjunction with the:-

- a) Remuneration of Public Office Bearers Act (Act 20 of 1998, as amended);
- b) Basic Conditions of Employment Act (Act 75 of 1997, as amended); and
- c) Organisational Rights Collective Agreement (as amended)

5. SCOPE OF THE POLICY

This Policy applies to all:-

- a) Councillors;
- b) Permanent employees;
- c) Contractual employees;
- d) Temporary employees; and
- e) Seasonal workers.

6. POLICY PRINCIPLES

6.1 Councillors and Permanent employees

- a) For newly elected Councillors and newly appointed permanent employees, payday for the first month will be on the last working day of the month;
- b) Thereafter, payday will be on the 25th day of each month, or the last working day before the 25th should the 25th day of the month fall on a:-
 - Saturday;
 - Sunday
 - Monday;
 - Public Holiday; or
 - Day after a public holiday.
- c) For the month of December in every year, payday will be three (3) working days before the 25th, with the exception of circumstances as set out in paragraphs 6.1(a), 6.1(b) and 6.1(d).
- d) For outgoing Councillors and resigning / dismissed / retiring permanent employees, payday for the last month will be on the last working day of the month, but no later than 7 working days after the last day on which work was performed if not exiting on the last working day.
- e) For employees who are on unauthorised / unpaid leave, and do not have sufficient annual leave days available to cover the period between payday and actual end of the month, payday will fall on the last working day of the month. This aims to eliminate the risk these employees pose for owing council money, should they not return to work for the duration of the month.
- f) For any amount of money owed to Council in respect of (e) above, or any other irrecoverable salary related amount of money, a report will be submitted to the Municipal Public Accounts Committee (MPAC) for consideration in terms of the regulations on Fruitless and Wasteful Expenditure.

6.2 Contractual employees

Payday for Contractual employees will be aligned to payment dates of Permanent Employees, but no later than 7 working days after the last day on which work was performed. Employment contracts and attendance registers must be aligned accordingly.

6.3 Temporary employees and Seasonal workers

Temporary employees and Seasonal Workers will, as far as possible, be paid on a weekly, fortnightly or monthly basis, as specified in their appointment letters, within 7 working days after the last day on which work was performed as per their approved timesheets. Temporary employees who elect to be paid on a monthly basis, will be paid in accordance with the monthly remuneration dates for Temporary employees, except if otherwise communicated.

6.4 Payment of additional allowances

6.4.1 Travel & Subsistence allowances will be paid with the next salary run, provided it was submitted to the salary office before the relevant deadline. Requests may be submitted to the salary office to pay these claims together with the weekly wage payment, but after the expenses were incurred (as stipulated in Sections 18.2 & 18.3 of the approved Travel & Subsistence policy). Submission of these weekly payment requests must reach the salary office by Wednesdays before 10h00.

6.4.2 Long Service allowances will be paid with the salary run of the month in which the employee qualifies for this allowance, provided it was submitted to the salary office before the relevant deadline. Requests may be submitted to pay these claims together with the weekly wage payment, given that this payment date is after the qualifying date. Submission of these weekly payment requests must reach the salary office by Wednesdays before 10h00.

6.4.3 Acting allowances will be paid with the salary run of the month after the acting was performed.

6.4.4 Any backdated remuneration approved for payment shall be calculated and processed with the next scheduled salary run, provided that all required supporting documentation has been submitted to the salary office before the relevant deadline.

7. IMPLEMENTATION AND REVIEW PROCESS

This policy will come into effect on **1 July 2026**.

This policy will be reviewed at least annually or when required by way of a Council resolution.

8. SHORT TITLE

This policy shall be called the Payday Policy of the Overstrand Municipality.

POLICY SECTION:	DIVISIONAL MANAGER: EXPENDITURE, ASSETS, FLEET AND LOGISTICS MANAGEMENT
CURRENT UPDATE	29 MAY 2026
PREVIOUS UPDATE	29 MAY 2025
PREVIOUS UPDATE	31 MAY 2024
PREVIOUS REVIEW	31 MAY 2023
PREVIOUS REVIEW	31 MAY 2022
PREVIOUS REVIEW	26 MAY 2021
PREVIOUS REVIEW	27 MAY 2020
PREVIOUS REVIEW	29 MAY 2019
PREVIOUS REVIEW	30 MAY 2018
PREVIOUS REVIEW	31 MAY 2017
PREVIOUS REVIEW	25 MAY 2016
PREVIOUS REVIEW	28 MAY 2015
PREVIOUS REVIEW	28 MAY 2014
APPROVAL BY COUNCIL	28 NOVEMBER 2000 (Resolution)

