



OFFICE OF THE SUPERINTENDENT GENERAL

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CIRCULAR 6 of 2021

TO : ALL DISTRICT DIRECTORS

ALL SCHOOL PRINCIPALS

HEAD OFFICE DIRECTORATES

ORGANISED LABOUR

FROM : ACTING SUPERINTENDENT GENERAL

RE : UNAUTHORISED OVERTIME IN SPECIAL SCHOOLS

There is a practice that has been observed over the years, that in special schools there is unending overtime that is worked instead of employees rotating based on an established roster system or accessing and using the different allowances that are provided for in policy. This situation has led to a significant debt owed to employees which continues to rise rapidly whilst the department is faced with serious financial challenges especially in its compensation of employees (COE). In an attempt to arrest this financial challenge, it is imperative that the practice of unauthorised overtime in special schools be stopped immediately. With effect from 31 May 2021, no one will be paid for overtime that has been worked unless it has been properly authorised and is not in the place of another allowance payable, for an example night shift, Sunday work allowance or public holiday allowance.

District Directors are therefore directed to quantify the backlog of the overtime that is outstanding per person. In the event that such overtime is an unauthorised one, to submit an *ex post facto* approval request with a motivation detailing why the overtime was worked before obtaining authorisation as well as consequence management taken as a result of such a breach of policy. This submission must reach the office of Director Inclusive Education no later than 31st May 2021.



Further to that District Directors are required to quantify unavoidable future overtime going to the end of this financial year so that the Department can be able to do budget reprioritisation if possible.

These submissions must reach the office of Director Inclusive Education on or before 31st May 2021. Please note that District Directors are to solicit the approval of the HOD prior any overtime being worked. Principals and or District Directors are to make sure that all possible options other than overtime are explored in order to ensure the smooth running of special schools.

Yours in Quality Education

Dr S. NUKU
ACTING SUPERINTENDENT GENERAL
DATE: 18/05/2021