

LESEDI LOCAL MUNICIPALITY



ACTING ALLOWANCE POLICY

CONTENTS

1. DEFINITIONS.....	2
2. SCOPE AND APPLICATION.....	2
3. PERIOD OF ACTING.....	2
4. CALCULATION OF ACTING ALLOWANCE.....	3
5. ADMINISTRATIVE MEASURES.....	3

1. DEFINITIONS

- 1.1. Acting appointment means a temporary appointment approved by the Municipal Manager, normally not exceeding a period of three months (six months upon extension), in a higher or similar graded and funded position on the staff establishment, which appointment is necessitated by a temporary absence in which case the person acting assumes full accountability for his/her current position and the post in which he/she is acting.
- 1.2. Short term: Short-term acting is defined as acting in a position where the incumbent of the higher position is absent from duty due to leave.
- 1.3. Long term: Long-term acting is defined as acting in a vacant position but is limited to six consecutive months. The Council may however approve the payment of acting allowance for any such period longer than six months.
- 1.4. A key position is defined as a position where the incumbent is in charge of a division or section and is fully accountable for the responsibilities attached to it.

2. SCOPE AND APPLICATION

- 2.1. This policy deals with acting appointments for all funded but vacant permanent positions in Lesedi and in any other function deemed as a key position by Mayoral Committee provided it is funded.
- 2.2. It is applicable to an employee who is appointed in an acting capacity to ensure that the activities of an incumbent, who is absent for more than two weeks but not exceeding three months (six months upon extension) and whose position is funded, are performed.
- 2.3. Lesedi regards the opportunity to act in a higher graded position or position on the same grade as the employee's (outside of the employee's own sphere of expertise), as an important development opportunity.

3. PERIOD OF ACTING

- 3.1. An official appointment in an acting capacity may not be less than a period of two weeks and not longer than three months (six months upon extension).
- 3.2. The termination of an acting period should be indicated on the appointment letter either by a date or by a specific action, such as the filling of a vacancy or the return of the regular incumbent.

- 3.3. If after three months the need for continuation exists within the vacant position, further consent from the relevant authority should be obtained taking into account relevant collective agreement and Amendment of Municipal Systems Act of 2011.
- 3.4. A special effort should be made by immediate line managers to ensure that no expectations are raised that the employee appointed in an acting capacity, will be appointed in the position on a permanent basis. Line management should also consider rotation in the acting position than creating expectation to permanency.
- 3.5. The use of the title “acting” in respect of the particular appointment will be determined as per the delegated powers of authority taking into account the specific period of appointment and the specific purpose of the appointment.

4. CALCULATION OF ACTING ALLOWANCE

- 4.1. Employees appointed in acting capacities on a higher job grade will be remunerated and the acting allowance is calculated on the basis of the difference between the current remuneration package of the employee and the commencing remuneration package of the higher post.
- 4.2. Employees appointed in acting capacities on the same job grade will be remunerated the difference between his/her current and the acting position provided that the person acting assumes full accountability for his/her current position and the post in which he/she is acting.
- 4.3. Employees appointed on higher job grade, but are currently earning more than the higher job grade will be remunerated the same as in section 4.2 above.
- 4.4. An employee, in an acting position, shall perform the activities of his/her current position and those of the position in which he/she is acting. The impact of the performance of both positions’ activities should carefully be assessed.

5. ADMINISTRATIVE MEASURES

- 5.1. To grant acting allowances, the following criteria should be taken in consideration:
 - 5.1.1. To qualify for acting allowances, acting must take place in a key position.
 - 5.1.2. Decision-making must be done in accordance with council’s policy and the absence of knowledgeable decision making could harm the organisation. The situation must be of such nature that it would be difficult to direct the decision-making to another employee, or a more senior position.
 - 5.1.3. The temporary employment of personnel must not be available in the acting capacity except where there is a fixed contract.

- 5.1.4. The member must accept the acting appointment in writing before the acting allowance is payable.
- 5.2. The acting allowance is non-pensionable.
- 5.3. The employer will pay the acting allowance on a monthly basis, provided that the first payment takes place in the month following the completion of the period referred to in paragraph 3 above, backdated to the date that the member officially began acting in the post.
- 5.4. This policy shall not be applicable to an employee who assumes the responsibility of a lower grade.
- 5.5. All vacant but funded posts should be filled within six months of such becoming available unless there is supervening impossibility to do so.

This Policy has been considered and approved by the Council of **Lesedi Local Municipality** on this day 30 May 2013.

Mr. A Makhanya
Municipal Manager
Lesedi Municipality

Date: