

ACTING ALLOWANCE POLICY



APPROVED BY:

MR M NAKO
MUNICIPAL MANAGER
DATE: 23/06/2021

APPROVED BY:

CLLR JANDA
EXECUTIVE MAYOR
DATE: 23/06/2021

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1. PURPOSE OF POLICY

- 1.1 To seek to provide measures for the regulation and management of the acting practice and the payment of the acting allowance in the Municipality.
- 1.2 To provide guidelines for the handling of acting in various positions
- 1.3 To provide guidelines for circumstances when acting must be allowed
- 1.4 To prescribe time frames for utilization of employees in an acting capacity

2. OBJECTIVE OF POLICY

- 2.1 To provide guidelines for the handling of acting in various positions
- 2.2 To provide guidelines within which acting has to occur.

3. SCOPE

- 3.1 This policy deals with acting appointments for all funded but vacant permanent positions in Mbhashe Local Municipality and in any other function deemed as a key position by Council provided it is funded.
- 3.2 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.
- 3.3 Mbhashe 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.

4. POLICY DEFINITION

- 4.1 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.
- 4.2 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.
- 4.3 Long term: Long-term acting is defined as acting in a vacant position but is limited to six consecutive months.
- 4.4 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.

- 4.5 Interns: student or trainee who works in an organisation, sometimes without pay in order to gain work experience or satisfy requirements for qualification
- 4.6 Contract worker: An employee working for an employer for a fixed period of time
- 4.6 EPWP : Expanded Public Works Program Employee

5. LEGISLATIVE FRAMEWORK

- 5.1 Constitution of RSA 108 of 1996
- 5.2 Basic Conditions of Employment Act
- 5.3 Labour Relations Act
- 5.4 Municipal System Act
- 5.5 Municipal Finance Management Act
- 5.6 SALGBC Main Collective Agreement

6. POLICY PROCEDURE

6.1 PRINCIPLES OF ACTING

- 6.1.1 An employee is deemed to be acting in another post when he/she has been authorised by Municipal Manager to act.
- 6.1.2 An employee who acts in another post may still be responsible for his/her original duties, functions and powers.
- 6.1.3 Opportunity for acting capacity shall be open to suitable employees within the same department for position below managers.
- 6.1.4 Employees currently on probation shall not be placed on an acting capacity.
- 6.1.5 Interns and EPWP employees shall not be placed in the acting capacity

6.2 ACTING AS A MUNICIPAL MANAGER

- 6.2.1 The MM may appoint an employee to act on his/her behalf during his/her absence only if it is for a period shorter than 10 consecutive days that will not require allowance.
- 6.2.2 The Council is eligible to appoint Acting Municipal Manager if that person will act more than 10 consecutive working days.
- 6.2.3 The acting allowance payable is calculated in terms of the employment contract of the employee acting a MM.

6.3 ACTING AS SENIOR MANAGER OF A DEPARTMENT

- 6.3.1 The MM may appoint an employee to act as a Senior Manager of a Department during the absence of that Senior Manager if a person is going to act below 10 working days.

6.4 ACTING ALLOWANCE IN OTHER POST OR ORDINARY POSTS

- 6.4.1 An employee is deemed to be acting in another post when he/she has been authorised by Municipal Manager to act.
- 6.4.2 An employee who acts in another post shall still be responsible for his/her original duties, functions and powers.
- 6.4.3 Employees acting below section 56/57 post for a period of more than 10 days shall be entitled to acting allowance approved by Municipal Manager
- 6.4.4 No employee shall act in a position for a consecutive period for more than 6 months. An acting opportunity beyond 6 months shall be rotated amongst suitable employees.
- 6.4.5 No employee shall commence with duties of acting unless she/he has accepted the offer in writing and with the approval of the Municipal Manager

7. CALCULATION OF ACTING ALLOWANCE

7.1 In the event that an employee's salary is equal to or higher than the commencing notch of the salary scale of the post in which he/she is due to assume an acting position, an acting allowance fixed at 2.5% of the employees basic salary, Mbhashe Municipality shall be paid to the employee.

7.2 Employees acting in a higher position but not in fixed term contractual positions including the Municipal Manager's position shall be calculated in terms of the Collective Agreement on Conditions of Services.

8. GENERAL POLICY PROVISIONS

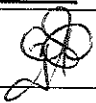
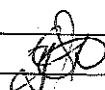

This policy shall apply to employees of Mbhashe Local Municipality excluding interns and EPWP employees

9. PROCEDURES FOR IMPLEMENTING POLICY

Acting allowance shall be implemented in line with the policy

10. POLICY GOVERNANCE

ACTING ALLOWANCE POLICY

Policy Title	ACTING ALLOWANCE	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
Senior Manager Corporate Services	MS N. MAHLATI- NKUHLU	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
(UNIT) eg. Manager Human Resources	N.HANISE	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		