



## ACTING ALLOWANCE: POLICY

Date Approved:	
Effective Date:	

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### 1. PURPOSE

This policy seeks to provide the guideline to be observed when a need to appoint an official to act on a higher position within Ingwe Local Municipality arises.

### 2. SCOPE OF APPLICABILITY

The policy is applicable to all officials of the Ingwe Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of Local Government Bargaining Council and those appointed on the fixed term contract (Section 54 and 56 employees).

### 3. DEFINITIONS

- 3.1 "Employer" means the Ingwe Municipality/ Council that utilizes the efforts of employee to render services to communities.
- 3.2 "Employee" means a person employed by the employer to carry out certain duties and responsibilities in return for remuneration.
- 3.3 "Council" means the council of Ingwe Municipality.
- 3.4 "Acting Allowance" means the monetary difference between the current position and the higher position in which the employee is appointed to act in.
- 3.5 "Collective Agreement" means a written agreement concluded at the Divisional Bargaining Council regulating terms and conditions of employment or any other matters of mutual interest concluded between SALGA on the one hand and IMATU AND SAMWU on the other hand.

## 4 PRINCIPLES

- 4.3 Fairness
- 4.4 Equity
- 4.5 Openness and Transparency
- 4.6 Collectiveness(as in collective agreements)
- 4.7 Developmental
- 4.8 Sufficient Utilization of HR

## 5 POLICY STATEMENTS

- 5.1. The need to appoint a person in a higher acting position shall be submitted in writing to Municipal Manager who will approve such proposal in writing.
- 5.2. An official appointed in writing to act in a higher position by the Municipal Manager/Acting Municipal Manager shall be paid an acting allowance provided-
  - A. The higher post in which he/she is acting is vacant and funded
  - B. The acting period is longer than ten (10 working days) consecutive working days.
- 5.3. If an employee is on vacation or sick leave or any other form of leave for more than thirty (30) working days and another employee acts on his/her position, acting allowance shall be paid.
- 5.4. A position in which an official may be appointed to act shall be within the scope of his competency.
- 5.5. No official shall be appointed to act in a position which is two (2) levels higher than the position he/she is currently occupying or appointed for.
- 5.6. Any permanent employee appointed to act in Section 56 position shall be paid the acting allowance of 8% of total cost to employer remuneration of Section 56 employee, provided that the acting employee shall not earn more than the absent incumbent.
- 5.7. An employee shall be appointed in writing to act in a higher post and must accept the position in writing before acting allowance can be paid.
- 5.8. The acting allowance of a section 56 employee acting in a section 54 position shall be a non-pensionable amount payable to be the difference between the current salary of the employee acting and the minimum notch of the salary scale pertaining to the post in which the employee is acting or 8% of the basic salary of the post in which the employee is acting whichever is the greater, provided that the acting employee shall not earn more than the absent incumbent.

- 5.9. The employer will pay an acting allowance on a monthly basis.
- 5.10. An employee may only act in a higher post for a maximum period of six (6) months, unless an application for exemption is made by the Municipality to the KZN Division of SALGBC. During the period of the application for exemption the employee will continue to receive an acting allowance.
- 5.11. Acting in a higher position does not create a right or legitimate expectation to be appointed permanently when the vacant post is advertised.
- 5.12. An employee accepting to act in a higher position shall mean he/she also accepts the duties and responsibilities of that position together with his own post responsibilities.

## 6. PAYMENT OF ACTING ALLOWANCE

- 6.1 The acting allowance will be calculated in terms 5.6 and 5.8 above.
- 6.2 If the acting employee does not qualify for a traveling allowance and is appointed in a post where traveling allowance is payable, the acting employee shall not be paid the traveling allowance.

## 7. TRANSITIONAL ARRANGEMENTS

- 7.1. The acting allowance shall only be calculated as of the day of implementation of this policy notwithstanding the period that an employee has been acting in a higher position before the said date.
- 7.2. The six month period referred to 5.10 above shall run from the date of appointment in terms of this policy.

## 8. REVIEW OF THIS POLICY

- 8.1 Where sufficient grounds exist that necessitate the review from the provision of this policy, the Municipal Manager may approve such reviewal, but such reviewal must be in line with the KZN Division Collective Agreement on Conditions of Service.
- 8.2 Any reviewal to the policy in line with the provision of section (8.1) above must be done in writing and reasons outlined.
- 8.3 This policy will be reviewed when the council deem it necessary in order to accommodate unforeseen changes.

8. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER

DATE

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