

Great Kei Municipality



ACTING ALLOWANCE POLICY

2016 / 2017

Policy Number:

Date of Adoption.....

Last Review Date..... June 2016

GREAT KEI MUNICIPALITY

ACTING ALLOWANCE POLICY

1. Acting in Section 56 Manager positions

- I. When an employee is required by resolution of the Council to undertake all the duties and responsibilities attached to a higher post for a period of **at least 10 consecutive working days**.
- II. Where an employee who is appointed as a Section 56 Manager acts in a Section 54 Manager post or other Section 56 Manager post. An acting allowance equal to the difference between his/her salary package and salary package of the post in respect of which he or she acts shall be paid.
- III. Where an employee who is in receipt of an **All-Inclusive Salary** acts in a Section 56 Manager post, an acting allowance equal to the difference between his/her salary package and salary package of the post in respect of which he or she acts shall be paid.
- IV. When a permanent employee acts in a Section 56 Manager position or in an All – Inclusive salary position, the calculation of Acting allowance shall be based on 60 % of total remuneration package of the Section 56 manager position or an All – Inclusive position.
- V. In the event that the employee's salary is equal to or higher than the commencing salary of the position in which he/she is due to assume an acting position, an acting allowance fixed at 2.5 % of the employee's salary package shall be paid.

2. Acting in positions below Section 56 Managers

- I. The powers of the Council in terms of approving the acting are **delegated to the Municipal Manager** subject to such terms and conditions as the Council may determine including the right of the Municipal Manager to sub-delegate.
- II. When an employee is required by approval of the Municipal Manager to undertake all the duties and responsibilities attached to a higher post for a period of **at least 10 consecutive working days**.
- III. An acting allowance at an annual rate equal to the difference between an employee's basic salary and the commencing notch of the basic salary of the post in which he/she acts shall be paid to such an employee in addition to his / her salary.

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

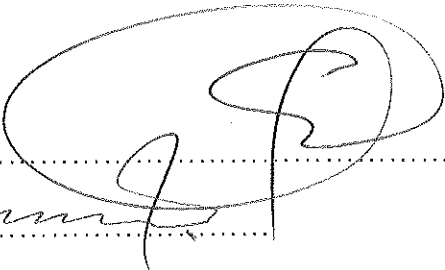
The acting allowance payable to an employee in terms of this policy shall be fully taxable and be included in the monthly salary of the acting employee.

An employee fulfilling an acting position may not occupy the post for a period longer than 6 months unless recommendation stating the reasons has been submitted by Head of Department and approved by the Municipal Manager.

Policy Review and Amendments

At the end of each financial year or where the Council deems it necessary the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

- ❖ A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof. The amendments shall be placed on the council agenda and a vote shall be taken rectifying the policy
- ❖ A Council resolution shall be recorded accurately reflecting the council decision and its number

Signature of the Municipal Manager.....

Signature of the Mayor.....

Date of adoption.....

Last date of review.....