

Great Kei Municipality



ACTING ALLOWANCE POLICY

2023 / 2024

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.

3. CRITERIA TO BE USED FOR ACTING

The appointment of the employee to act in a higher post must be approved by the Municipal Manager before the employee undertakes the acting duties.

The position in which the employee is acting must be in the approved Organizational Structure and it must be vacant and funded.

Employees may act in positions filled positions, provided that the incumbent occupying the position is away for more than 10 days and there is a dire need to for acting, in which case a detailed request with explanations shall be forwarded to the Municipal Manager for his consideration.

The acting period shall be clearly indicated in an individual's letter of appointment. If a need arises to extend the acting period, prior approval must be granted by the Municipal Manager

The position in which the employee is acting should be one level or more level higher than his/her current position, depending on the approval of the Municipal Manager.

An employee appointed to act will be expected to perform all the duties and making appropriate decisions for that specific position for the period during which he/she is appointed.

4. GUIDELINES IN SELECTING THE PERSON TO ACT

The employee to be appointed in an acting capacity should meet the minimum requirements of the position

In instances where there is more than one employee who qualifies to act, those employees may be rotated as a job enrichment exercise and the period of acting be proportionally divided amongst them.


For the purpose of accountability it is recommended that the shortest period be at least three (3) months. However, proper handing over procedures must be followed before the acting incumbent takes over the relevant duties.

The fact that an employee has been acting in a higher capacity does not create a right or should not be viewed as a legitimate expectation to be appointed when a vacant post is advertised.

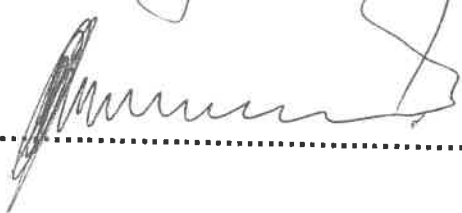
POLICY REVIEW AND AMENDMENTS

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 

Date 29 June 2023

Signature of the Mayor 

Date 29 June 2023

