

UMJINDI LOCAL MUNICIPALITY

ACTING ALLOWANCE POLICY

Core Business Area	Financial Services Directorate
Operational Area	Expenditure Management

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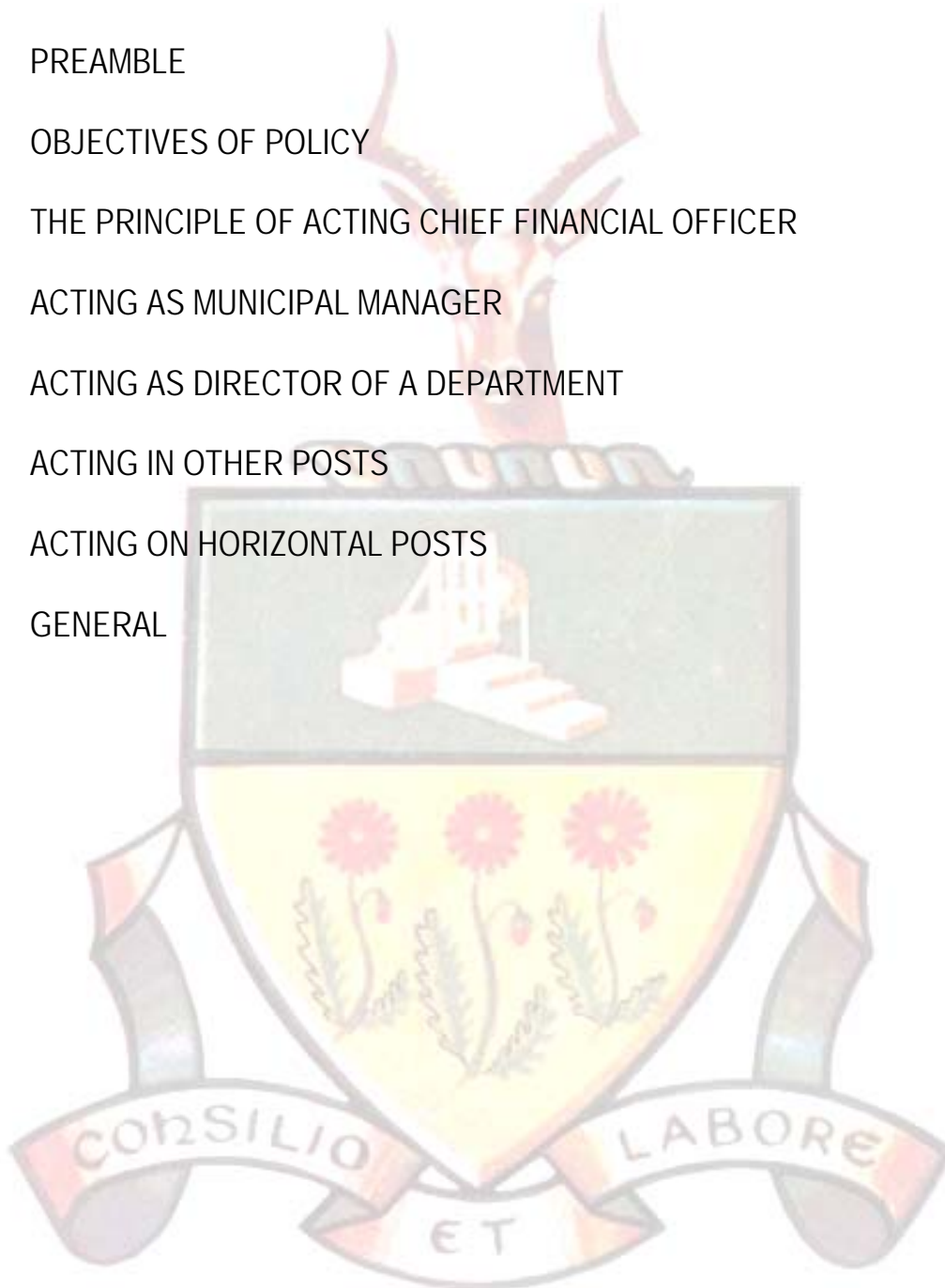
DOCUMENT APPROVAL

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Chief Financial Officer	M S Tlali		
Business Owner	N S Janse van Vuuren		

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1. PREAMBLE:

- The Municipal Council accepts as a fact that from time to time an employee may not be available to discharge his duties and responsibilities in terms of the contract of employment
- The Municipal Council recognizes that from time to time there would be a need to appoint another employee to discharge the duties of another employee who is absent.

2. OBJECTIVES OF THE POLICY:

- To ensure that the efficiency of the Municipality is maintained and that the on-the-job experience is directed towards professional development
- To provide guidelines for the handling of acting in various positions.
- To provide guidelines within which acting has to occur.

3. THE PRINCIPLE OF ACTING:

- An employee is deemed to be acting in another post when he/she has been duly authorized by the Municipal Manager or Director to act.
- An employee who acts in other posts is still responsible for his/her original duties, functions and powers.

4. ACTING AS MUNICIPAL MANAGER:

- The Municipal Manager must appoint an employee to act as Municipal Manager during his/her absence.
- The Municipal Manager must authorize the payment of an acting allowance to an employee who acts as Municipal Manager during his / her absence.
- An acting allowance is only payable when an employee acts as Municipal Manager for a minimum of 5 uninterrupted consecutive working days.
- The acting allowance payable is calculated on the basis of the difference between the current remuneration package of the official acting and the current remuneration package of the official acting and 60% of the current basic salary of the Municipal Manager, provided that the total acting remuneration package shall not be higher than the total remuneration package of the Municipal Manager (total remuneration package = total cost to employer remuneration package)

5. ACTING AS DIRECTOR OF A DEPARTMENT:

- The Director (in line with the approved delegated powers) must appoint an employee to act as Director of a department during his/her absence.
- The Municipal Manager must authorize the payment of an acting allowance to an employee who acts as Director of a department during the absence of the Director concerned.

- An acting allowance is only payable when an employee acts as Director of a Department for a minimum of 5 uninterrupted consecutive working days.
- The acting allowance payable is calculated on the basis of the difference between the current basic salary of the official acting and 60% of the current total remuneration package of the Director, provided that the total acting remuneration package shall not be higher than the total remuneration package of the Director (total remuneration package = total cost to employer remuneration package)

6. ACTING IN OTHER POSTS:

- The Director or his/her delegate must appoint persons to act in other posts as and when it is deemed necessary.
- The Director must authorize the payment of an acting allowance to persons acting in other posts. The Municipal Manager must approve the payment.
- The acting allowance is only payable when an official acts in other posts for a minimum of 5 uninterrupted consecutive working days.
- The acting allowance payable is calculated on the basis of the difference between the current remuneration package of the official acting and the current remuneration package of the higher posts.

7. ACTING ON HORIZONTAL POSTS:

- The Municipal Manager will in terms of the provisions in the Local Government : Municipal Systems Act, Act 32 of 2000, approve acting in a horizontal position and the remuneration therefore based on 25% of the salary of the incumbent of the vacant posts.

8. HONORARIA:

- Council also acknowledges that in rare occasions it may happen that due to circumstances beyond the control of anybody, a junior member of staff is required to assist the Municipal Manager in running a Directorate in the absence of senior managers for whatever reason in the specific Directorate. For purposes of this policy a junior member of staff shall be deemed to be a member of staff on a post level 5 and lower
- In cases referred to above a honorarium of R200.00 per working day shall be payable to the staff member concerned.
- Council also acknowledges that in rare occasions it may happen that due to circumstances beyond the control of anybody, a member of staff is required to assist in a Directorate in the absence of a supervisor for whatever reason.
- In cases referred to above a honorarium of R120.00 per working day shall be payable to the staff member concerned.

9. GENERAL:

- An official will be appointed in writing to act in higher posts, by a person duly authorized to do so and the official must accept the acting appointment in writing before the acting allowance is paid.
- An official who has been appointed to act in accordance with the provisions of this Policy may only act in a higher post for a maximum uninterrupted period of 1 (one) month, after which approval must be obtained from Council if the acting period is longer than 1 (one) month for re-appointment of the acting official in the said post in an acting capacity.
- Acting allowance will be paid during the month which the acting took place.

SHORT TITLE

This policy will be known as the Acting Allowance Policy for the Umjindi municipality.

