



# **UMTSHEZI MUNICIPALITY**

**ACTING**

**ALLOWANCE**

**POLICY**

## **PURPOSE OF THE POLICY**

To provide guidelines for the handling of acting in various positions.

The aim of the policy on acting in other posts is to provide guidelines within which acting has to occur.

## **THE PRINCIPLE OF ACTING**

An employee is deemed to acting in other post when he/she has been authorised by the Municipal Manager.

An employee who acts in other position is still responsible for his original duties, functions and powers

## **ACTING ALLOWANCE**

Acting refers to where an employee, by written approval of the Municipal Manager or his nominee, acts in a higher post. Therefore no employee may act in a lower position.

An allowance shall be paid to an employee acting in a higher post subjected to:

Written confirmation of acting appointment by Municipal Manager or his nominee prior to acting.

The employee acting in a post for a continuous period of 10 working days.

The acting allowance 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 the employee is acting or 8% of basic salary of post in which employee is acting whichever is greater.

An employee shall not require an employee to act for longer than 6 (six) months in a post unless an application for exemption is made to by the municipality to the KZN Division SALGABC. During the period of the application for exemption the employee will continue to receive an acting allowance.

Any employee permanently employed on an indefinite contract that acts in a post of a Sec 57 employee shall be paid an acting allowance of 8% of a total cost of employer remuneration of Sec 57 employee.

### **ACTING IN OTHER POSTS**

The Municipal Manager may authorise payment of acting allowance to an employee who acts in other posts.

The acting allowance is only payable when employee act for a minimum of ten consecutive days.

### **ACTING ON HORIZONTAL POSTS / SAME LEVEL POSITIONS**

The Municipal Manager may approve acting in a horizontal position and the remuneration therefore will be based on 25% of the salary of the incumbent of the vacant post.

An employer shall not require an employee to act for longer than three months in the same level post and the post should be a vacant on the approved organogram before the employee is allowed to act in it.

**RESOLUTION NUMBER 227.03.14**