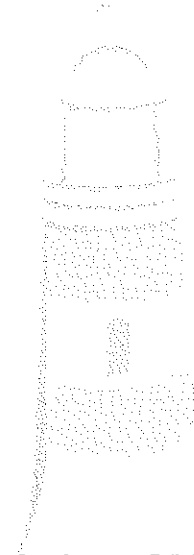


CAPE AGULHAS MUNICIPALITY



ACTING ALLOWANCE POLICY

KAAP AGULHAS MUNISIPALITEIT

24 July 2009

CAPE AGULHAS MUNICIPALITY

U MASIPALA WASECAPE AGULHAS

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1. PREAMBLE

- a) 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
- b) 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

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

3. THE PRINCIPLE OF ACTING

- a) 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
- b) An employee who acts in other posts is still responsible for his/her original duties, functions and powers as well as all the functions in the acting post

4. ACTING AS MUNICIPAL MANAGER

- a) The Municipal Manager after consultation with the Mayor must appoint an employee to act as Municipal Manager during his/her absence
- b) The Municipal Manager must authorize the payment of an acting allowance to an employee who acts as Municipal Manager during his/her absence.
- c) An acting allowance is only payable when an employee acts as Municipal Manager for a minimum of ten (10) uninterrupted consecutive calendar days
- d) The salary component for determining the acting allowance will be 60 % of the remuneration package of the post in which the employee is acting
- e) An acting allowance equal to the difference between the pensionable salary of the post in which an employee is acting shall be paid to the employee for the period of acting.

5. ACTING AS DIRECTOR OF A DEPARTMENT

- a) The Director (in line with the approved delegated powers) must appoint an employee to act as Director of a department during his/her absence
- b) 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.
- c) An acting allowance is only payable when an employee acts as Director of a Department for a minimum of ten (10) uninterrupted consecutive calendar days
- d) The salary component for determining the acting allowance will be 60 % of the remuneration package of the post in which the employee is acting
- e) An acting allowance equal to the difference between the pensionable salary of the post in which an employee is acting shall be paid to the employee for the period of acting.

6. ACTING IN OTHER POSTS

- a) The Director or his/her delegate must appoint persons to act in other posts as and when it is deemed necessary
- b) The Director must authorize the payment of an acting allowance to persons acting in other posts. The Municipal Manager must approve the payment
- c) The acting allowance is only payable when an official acts in other posts for a minimum of ten (10) uninterrupted consecutive calendar days
- d) The acting allowance payable is calculated on the basis of the difference between the current basic salary of the official acting and the current basic salary of the higher posts

7. ACTING ON HORIZONTAL POSTS

- a) 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. GENERAL

- a) An employee is entitled to an acting allowance when s/he is requested by written instruction by his/her superior in terms of Councils delegation policy to act in a higher post for a period of at least ten (10) uninterrupted consecutive calendar days, including public holidays
- b) An official who has been appointed to act in accordance with the provisions of this Policy may only act in a higher post with contractual agreement by the Municipal Manager if longer than 1 (one) month for re-appointment of the acting official in the said post in an acting capacity
- c) Subject to clause 8(d) an employee will not be paid an acting allowance whilst he/she is on any form of leave or any other absence during the acting period
- d) If an employee has acted for a continuous period of three (3) months or longer he/she will qualify for a acting allowance while on paid leave which includes annual-, sick-, study- and special leave as well as overtime/time off
- e) If an employee is requested to act in terms of 8(a) the employer shall not unreasonably stop or interrupt the acting period of the employee resulting in the non payment of an acting allowance
- f) Acting allowance will be paid during the month which the acting took place if the final date is before the 15th of a month, otherwise the payday of the next month
- g) All acting allowance will be based on calendar days.
- h) The acting allowance payable to a person acting in a vacant post is calculated on the basis of the difference between the current basic salary of the official and the lowest notch of the applicable post level of the higher post.

SHORT TITLE

This policy will be known as the Acting Allowance Policy for the Cape Agulhas Municipality.

BESTUURSAANBEVELING

- (i) Dat 'n seksie 4(e) en 5(e) ingebring word wat as volg sal lees: *"An acting allowance equal to the difference between the pensionable salary of the post in which an employee is acting shall be paid to the employee for the period of acting."*
- (ii) Dat die woorde *"remuneration package"* in seksie 6(d) *vervang word met "basic salary"* om dit in lyn te bring met vergoeding van amptenare wat in ander poste uitgesluit die van direkteure en die Munisipale Bestuurder waarneem.

BESLUIT 127/2009

- (i) Dat die Bestuursaanbeveling aanvaar word.
- (ii) Dat seksie 8 met paragraaf (h) uitgebrei word om voorsiening te maak vir waarneming in 'n vakante pos en wat as volg lees: *"The acting allowance payable to a person acting in a vacant post is calculated on the basis of the difference between the current basic salary of the official and the lowest notch of the applicable post level of the higher post."*
- (iii) Dat die Waarnemingsbeleid met ingang 24 Julie 2009 van toepassing sal wees.