



HUMAN RESOURCE POLICY APPOINTMENT IN AN ACTING POSITION

Policy No: NLMHRED001	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

The Policy applies to all employees of Ngwathe. It must, where applicable, be read together with Career Pathing and Succession Planning Policies.

2. PREAMBLE

This policy seek to ensure that where employees are required to perform job functions of a higher level, or in another discipline, then such performance is remunerated in a fair and equitable manner.

2.1 The objective of this policy is to outline guidelines for the appointment of employees into acting positions and the granting of acting allowance.

2.2 An acting allowance is a non-pensionable allowance paid to an employee who is appointed by Ngwathe management to act in a higher position than his or her own.

3. POLICY

3.1. Whenever the municipal manager is absent from work or unable to perform the duties of office, the departmental head designated by the municipal manager on a rotation basis, will act in her/his stead.

3.2. Whenever a director is absent or unable to perform the duties of office, the municipal manager must designate an employee of that department to act as director after consultation with the director concerned.

3.3. No employee may act in any higher position owing to the absence on leave of any nature of the occupant of such higher post or vacancy in the said higher post, without prior written authorisation and approval by the municipal manager.

3.3.1 An acting allowance is payable to an employee acting in another position for more than 15 consecutive working days, provided that no acting allowance is paid for performing functions of a post lower than the position than the position which the person who performed such functions was appointed.

3.3.2 No person may be appointed to act in another position than that of municipal manager or departmental head without the express prior approval of the executive mayor having been obtained.

3.3.3 No acting allowance may be paid to a person on leave.

3.3.4 The director, on the completion of one salary month of acting, shall certify on the prescribed form that the employee carried the full responsibility of the post which he/she acted and submit it to the Municipal Manager for approval.

3.4 CALCULATION OF ACTING ALLOWANCE

3.4.1 The acting allowance shall be calculated according to the difference between the salary notch of the employee and the minimum notch of the post in which he is acting, provided that the amount according to which the allowance is calculated shall not be less than the first notch increase of the salary scale attached to the post in which he is acting.

3.4.2. The acting allowance referred to in 3.4.1 shall be exclusive of the benefits attached to the post.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager / Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. REVIEW PERIODS

The policy will be reviewed as the labour law dispensation, operational requirements and bargaining council agreements affecting Ngwathe change from time to time.

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services