

WEST RAND DISTRICT MUNICIPALITY



REVISED: ACTING AND ACTING ALLOWANCE FOR OFFICIALS POLICY

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1. PURPOSE

This Policy seeks to provide the guideline to be observed when a need to appoint an official to act on a position other than the position which the official has been appointed within WRDM.

2. SCOPE

The policy is applicable to all officials of the WRDM who are appointed in terms of the Municipal Systems Act and who fall within the scope of Local Government Bargaining Council and those appointed on the fixed term contract.

3. DEFINITIONS

3.1	“Employer”	means the WRDM that utilizes the efforts of individuals to render services to communities.
3.2	“Employees”	means a person employed by the employer and shall include a permanent employee or and employee as defined by the Labour Relations act, No 66 of 1995, as amended.
3.3	“Council”	means the Gauteng Division of South African Local Government Bargaining Council.
3.4	“Acting Allowance”	means the monetary payment to an employee for performing duties of a equivalent or higher graded post on a temporary basis and in terms of the relevant policy.
3.5	“Collective Agreement”	means the agreement reached between employee representatives (unions) and employer representative (SALGA) as reflected in the Gauteng Divisional Conditions of service collective agreement (Gauteng Circular 2/2019) on conditions within their employment relationships.
3.6	“Day”	means a calendar day.
3.7	“Post”	means a position on employers approved organizational structure to which specific duties are coupled.
3.8	“Staffing Regulations”	Local Government: Municipal Staffing Regulations Government Notice No 890 of 20 September 2021

4. PRINCIPLES

1. Fairness
2. Equity
3. Transparency
4. Collectiveness (as in collective agreements)
5. Developmental
6. Sufficient utilization of human resources

5. POLICY STATEMENTS

- 5.1 If an employee, acts in a higher post for a period of not less than ten (10) working days, an acting allowance equal to the difference between his/her salary and the minimum notch of the salary scale pertaining to the post in which he/she is acting shall be paid to such employee in addition to his/her salary for the period during which he/she is acting.
- 5.2 An employee shall be appointed in writing by the relevant Head of Department to act in a higher post and must accept the acting in writing before acting allowance can be paid.
- 5.3 The employee has been duly appointed in writing by the Municipal Manager (or his assignee) to act in the equivalent or higher post.
- 5.4 A person may only be appointed in an acting position for a period not exceeding three (3) months.
- 5.5 Vacant posts on a Municipality's permanent staff establishment should be filled within six (6) months of the vacancy arising.
- 5.6 The Municipal Manager, or his/her delegate, may extend the period for a further period of three months, if there is a justifiable reason to do so.
- 5.7 An employee accepting to act in a higher position shall mean he /she accepts the duties and responsibilities of that position.
- 5.8 A person acting in a higher post has no right or expectation to be appointed to that post, except as otherwise provided in the Staffing Regulations.

- 5.9 A staff member may only act in a post that is equivalent to or one block higher on the approved organizational structure than the post that the staff member ordinarily occupies.
- 5.10 The appointment to act in a post must be—
- 5.10.1 with the consent of the staff member;
 - 5.10.2 in writing; and
 - 5.10.3 authorised by the Municipal Manager or the person to whom this function is delegated.
- 5.11 The staff member appointed to act in a post must have the requisite competencies to be able to perform the duties associated with the post.
- 5.12 In selecting a person to act in a post, the following must be considered:
- 5.12.1 The relevant requirements of the post and that person's performance;
 - 5.12.2 the municipality's developmental needs; and
 - 5.12.3 the municipality's employment equity policy and plan.
- 5.13 The performance of a staff member appointed to act in a post must be assessed by the Municipal Manager or his duly authorized in terms of the Staffing Regulations.

6. PAYMENT OF ACTING ALLOWANCE

- 6.1 When an employee is appointed to act in a Section 56 or 57 position for a period not less than ten (10) working days, the acting allowance will be calculated as follows:
- 6.1.1 Total remuneration package of Section 56 or 57 x 60 % Minus Annual Basic salary of the acting incumbent divided by 12.
- 6.3 When an employee is appointed to act in a senior post for a period ten (10) or more working days, an acting allowance at an annual rate equal to the difference between an employee's salary and the commencing notch of the salary of the post in which he/she acts, shall be paid to such employee in addition to his/her salary in respect of the period in which he/she acts, provided that:
- 6.4 In the event that an employee's salary is equal to or higher than the commencing notch of the salary scale of the post in which he/she is due

to assume an acting position, an acting allowance fixed at 12,5 % of the employee's basic salary be paid, whichever is the greater allowance.

6.5 The acting allowance is non-pensionable.

6.6 If the acting employee does not qualify for a travelling allowance and is appointed in a post where travelling allowance is payable, the acting employee shall not be paid the travelling allowance. Instead he/she will be reimbursed for the kilometers travelled in terms of the Transport Allowance Policy.

7 REVIEW OF THE POLICY

This policy will be reviewed when council deems it necessary in order to accommodate any amendments to legislation or any conditions of service.