

MANTSOPA LOCAL MUNICIPALITY



ACTING POLICY

Mantsopa Local Municipality Acting Policy

<i>Next Review Date</i>	2010
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Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council

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1. Purpose

- 1.1 In accordance with its philosophy of valuing staff as its most important assets, the municipality acknowledges that employees may occasionally be unable to discharge their duties and responsibilities, during which time it may need to temporarily appoint another employee to perform that role.
- 1.2 The purpose of this policy is to therefore provide a framework for the fair and consistent appointment of employees to act in higher posts and to recognise and reward them for their efforts during that time.

2. Scope

- 2.1 This policy applies to all employees irrespective of whether they are employed by the municipality in a permanent full time capacity of indefinite duration, or on a fixed term basis.

3. Definitions

- 3.1 For the purposes of this policy –

- 3.1.1 “**Acting allowance**” means an allowance paid to an employee who temporarily performs the functions and responsibilities of a higher post when the post is vacant or the usual incumbent is on leave or taking up official duties elsewhere in a temporary capacity.

4. Principles

- 4.1 An employee who acts in another post continues to perform his normal duties during the acting period.
- 4.2 The employee will return to his/her original post at the end of the acting period.
- 4.3 An employee who acts in a vacant post and who may also be eligible as a candidate for the post when advertised should not be permitted to act in that post for an extended period. Other employees should also be given the opportunity to gain exposure to the post. Employees should

therefore, as far as reasonably possible, be rotated to act in a post which is or is likely to be vacant for an unforeseeable period of time, provided that a rotation is not unduly disruptive to the municipality's operations.

- 4.4 Acting in a position does not in any way create a right or expectation that the employee will be appointed to a vacant post when it is advertised.
- 4.5 Employees should appreciate the opportunity that can be had in gaining experience in a higher post rather than viewing it as a means of supplementing income.

5. Policy Provisions

5.1 ACTING AS MUNICIPAL MANAGER

- 5.1.1 The Municipal Manager, in consultation with the Executive Mayor, may appoint an employee to act as Municipal Manager during a period of absence, including during any period of suspension, notice or termination of employment.
- 5.1.2 The Executive Mayor is responsible for authorising payment of an acting allowance to an employee who acts in the post of Municipal Manager.

5.2 ACTING AS A SENIOR MANAGER REPORTING TO MUNICIPAL MANAGER

- 5.2.1 The Municipal Manager may appoint an employee to act as a Senior Manager reporting to the Municipal Manager during the absence of such Manager or while the post is temporarily vacant.
- 5.2.2 The Municipal Manager is responsible for authorising the payment of an acting allowance for the time the employee acted as a Senior Manager reporting to the Municipal Manager.

5.3 ACTING AS HEAD OF DEPARTMENT

- 5.3.1 The Head of a Department may appoint an employee to act in a post in their department where required.

5.3.2 The Head of Department must authorise payment of an acting allowance for the relevant period.

5.4 SUITABILITY

5.4.1 While the person appointed to act in a particular post must not be selected from more than two levels below their normal post, the most senior employee should not automatically be considered to be the most appropriate person to act in the higher position.

5.4.2 The employee appointed to act must be suitably competent to perform the role. Consideration must, however, also be given to developmental and training objectives and initiatives.

5.5 ACTING ALLOWANCE

5.5.1 An allowance is only payable for acting in the higher post if the employee has actually acted in the position for at least ten consecutive working days. No allowance is payable for any period less than that or on a pro rata basis.

5.5.2 An acting employee who takes leave of any kind will be paid the allowance up to and including the last working day before proceeding on leave and from the day on which s/he returns to duty.

5.5.3 The amount of the allowance is the difference between the employee's usual salary and the entry level of the salary scale pertaining to the post in which he/she is acting.

5.5.4 The allowance must be paid to the employee together with his/her next salary.

5.6 Duration of Acting Period

5.6.1 An employee should not act in a higher post for more than three months.

- 5.6.2 If a position is still vacant after three months (i.e. there is no incumbent in the role), the delegated manager must ensure that the vacancy is advertised and filled in accordance with the normal recruitment and selection procedures.
- 5.6.3 If there is an incumbent in the post but the incumbent's absence has been authorised beyond three months (e.g. maternity leave), the delegated Manager must either extend the period during which the employee may continue to act in that post or s/he must provide another suitable employee with the opportunity to act in the post if it would not be unduly disruptive to operations to do so.

6 Procedures

- 6.1 The employee must accept the acting appointment in writing.
- 6.2 The delegated manager in each case (listed in paragraph 5 above), the acting employee, and the Chief Finance Officer, must sign off the attached form "B" as authorisation of the acting appointment and the allowance payable.
- 6.3 The Manager must submit a written request to the Municipal Manager for the acting period to be extended longer than three months, providing clear reasons why the period should be extended and whether it is appropriate to provide another employee with the an opportunity to act in that post.
- 6.4 The Council will approve applications for extensions of the acting period for the Municipal Manager's post.
- 6.5 The Manager to whom the post ordinarily reports must ensure that the acting employee properly discharges the duties and responsibilities of that post.
- 6.6 Arrangements must be made timeously for the acting employee to be given temporary signing powers and the like where applicable.

7 Delegations

- 7.1 This policy is to be applied in accordance with the municipality's policy and procedures on delegated powers.
- 7.2 The delegations refer to those between the Municipal Council and the Municipal Manager, and between the Municipal Manager and other responsible Officials.
- 7.3 All delegations are to be recorded in writing.

8 Annexures

- 8.1 Annexure A: Signed delegation (if applicable).
- 8.2 Annexure B: Application Form for Acting Allowance.

ANNEXURE B: Application Form: Acting Allowance

(Delete whichever is not applicable)

THIS FORM MUST BE CHECKED, APPROVED AND SIGNED BY THE DELEGATED MANAGER BEFORE THE EMPLOYEE CAN SUBMIT IT.	
SAP NO.	
ACTING EMPLOYEE'S FULL NAMES:	
1.Name of Post:	
2.Level of Post:	
3.Name of Current Incumbent:	
4.Salary Level of Post To Be Acted In:	
5.Acting Employee's Ordinary Salary:	
6.Acting Period: From to (day/mth/yr) *	
7.Period of Absence While Acting (if any): (dates) **	
8. Is the post vacant? (I.e. no incumbent):	
9. If vacant, how long has it been vacant for?	
11. Signing/Delegated Powers Required by Acting Employee (brief description):	
Acting Allowance Payable: R_____ (difference between 4 and 5 above)	

* Allowance only payable if acted for 10 or more consecutive days.

** No allowance payable if 10 day period interrupted. No allowance payable for days not worked in the acting position after the 10 day period.

Employee's signature: _____

Date: _____

Checked and approved by Delegated Manager (e.g. MM/Executive Mayor/HOD): _____

Delegated Manager's signature: _____

Date: _____