

POLICY : ACTING ALLOWANCE

Item B-HR (28-2003)
MC 12.6.2004

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: ACTING
ALLOWANCE POLICY: SECTION 57 EMPLOYEES

RESOLVED:

That where sufficient motivation exists for section 57 employees to act in higher or other posts, the acting **SHOULD ONLY BE APPROVED IN PRINCIPLE**, subject to the following conditions and guidelines:

- (a) That an acting allowance be payable where the position in which a contract employee is acting in is a higher graded position than the employee's current position.
- (b) That where acting is approved, the acting employee performs all his/her normal duties together with the core duties applicable to the post in which he/she acts.
- (c) That the payment of an acting allowance be subject to approval by the relevant Strategic Executive Director and in the case of Strategic Executive Directors, by the City Manager.
- (d) In instances where the Municipal Manager is on leave of absence, the payment of an acting allowance is subject to approval by the Executive Mayor.
- (e) That where more than one employee is eligible for acting, such acting be rotated amongst employees in an equitable manner, where practically possible.
- (f) That an acting allowance only becomes payable after (10) consecutive working days.
- (g) That no acting allowance be payable for absence during the acting period as defined in (f) above.
- (h) That a contract employee who is acting in a higher post BE PAID a pro rata acting allowance of 12% of the acting employees salary notch.
- (i) That the acting of an employee does not cause a ripple effect for other employees to act.