

## ACTING POLICY

Item A-CORP (15-2009) CM. 30/04/2009	CORPORATE SERVICES DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT DEPARTMENT: PROVISIONING AND MAINTENANCE DIVISION: COMPENSATION AND BENEFITS: PROPOSED ACTING POLICY FOR EMPLOYEES ACTING IN RAPID ADVANCEMENT POSITIONS COMBINED WITH THE ALREADY APPROVED ACTING ALLOWANCE POLICY (NON-CONTRACT EMPLOYEES - ALL CATEGORIES)
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### RESOLVED:

1. **That** the content of the report regarding the proposed Acting Policy for Employees Acting in Rapid Advancement Positions combined with the already approved Acting Allowance Policy (non-contract employees - all categories), **BE NOTED**.
2. **That** the Acting Policy for employees acting in rapid advancement positions, attached to the report as **Annexure "A"**, incorporated into the Acting Allowance Policy for Non-Contract Employees - All Categories previously approved by Council (Item A-HR (02-2008), **BE APPROVED**.
3. **That** with effect from the first of the month, following the month of approval of the Policy, all employees who qualify for an acting allowance in terms of any one of Council's approved acting policies, as a general principle, **BE PAID** an acting allowance in terms of the all applicable acting allowance policy based on the difference between the maximum notch of the salary level of the position occupied by the employees and the maximum notch of the salary level of the position in which the employees was appointed to act.
- \* 4. **That** all previous Council resolutions regarding acting policies for employees acting in higher level rapid advancement positions, **BE RESCINDED**.

**(The DA requested that the votes of their members be recorded against the abovementioned resolution of the Council.)**

- \* **The following Policies which were part of the EMM Policy Register were rescinded:**
- "Acting Procedure for Shift Workers Acting In Other Shift Worker Positions and Shift Workers Acting In Higher Non-Shift Office Hour Positions - Item A-HR (02-2008)CM 27/03/2008"
  - "Policy: Acting Allowance for Non Contract Employees - Item B-HR (6-2005) MC 07/04/2005"

**POLICY: ACTING ALLOWANCE: NON- CONTRACT EMPLOYEES (ALL CATEGORIES)**

1. **That** the report by the Executive Director: Human Resource Management and Development regarding the Acting Policy, **BE NOTED**
2. **That** under the following conditions an ordinary employee **MAY ACT** in –
  - A vacant funded position;
  - A funded position where the incumbent is absent for whatever reason;
  - A funded shift position where the incumbent of the post is either seconded or temporary deployed to another critical position.
3. **That** under the following conditions a shift employee **MAY ACT** in –
  - A vacant funded shift position;
  - A funded shift position where the incumbent is absent for whatever reason;
  - A funded shift position where the incumbent of the post is either seconded or temporary deployed to another critical position.
4. **That** under the following conditions a shift employee **MAY ACT** in –
  - A vacant funded non-shift position;
  - A funded non-shift position where the incumbent is absent for whatever reason;
  - A funded non-shift position where the incumbent of the post is either seconded or temporary deployed to another critical position.
5. **That** the payment of an acting allowance **BE SUBJECT** to approval by both the relevant Executive Directors.
6. **That** where acting is approved, the acting person **PERFORMS** all his /her normal duties together with the core duties applicable to the post in which he/she acts.
7. **That** where acting is approved in respect of a shift employee acting in a non shift position, the shift employee acting in a non shift position be regarded as performing his/her normal duties together with core duties applicable to the post in which he/she acts.
8. **That** in the event of the non avoidable situation where a suitable lower ranking person that has to act in the shift position of which the incumbent is acting in a higher non shift position, the appointment of such person to act, not be regarded as creating a ripple effect.
9. **That** where acting is approved for a shift employee acting in a higher vacant shift position, the acting person be regarded as performing all his/her normal duties together with the core duties applicable to the shift position in which she/he acts.
10. **That** acting only **BE PAYABLE** where the position in which a person acts is higher level position as per the approved organisational structure.

11. **That** with regard to an employee acting in a rapid advancement position, acting only be payable where the advancement level of the rapid advancement position in which the employee is appointed to act, is higher than the salary level of the position occupied by the employee whether or not the position occupied by the acting employee is normal or rapid advancement position, as per Council approved organisational structure.
12. **That**, an employee appointed to act in rapid advancement position comply with the skills, qualifications and experience requirements applicable to the specific advancement position he/she is required to act (proof of qualifications, skills and experience of the employee together with the applicable approved advancement scheme for the position be attached to the acting application for verification prior to approval).
13. **That** where more than one person is eligible for acting, such acting **BE ROTATED** amongst employees in fair manner.
14. **That** an acting allowance only **BE PAID** in instances where an employee acts for ten (10) consecutive working days or longer and in the event of a shift employee an acting allowance only be paid in the instances where an employee acts for seven (7) or more consecutive shifts in the higher shift position.
15. **That** an acting allowance only **BE PAID** in instances where a shift employee goes off shift and acts for ten (10) consecutive working days or longer and in a higher level non shift position.
16. **That** the acting allowance payable be calculated on the differences between the maximum notch of the post level occupied by the employee and the maximum notch of the specific salary of the position, shift position or rapid advancement position in which the employee is appointed to act.
17. **That** where an employee acts in a transport bearing position, such an employee **BE REMUNERATED** in the terms of the approved Ekurhuleni Transport Allowance Scheme and the transport Allowance implementation plan. (Amended by Item B-HR (39-2004) MC 21/10/2004).
18. **That** an employee who acts in a position, **NOT BE ENTITLED** to permanent appointment in the acting position.
19. **That** the acting of one employee **NOT CAUSE** a ripple effect for other employees to act, subject to clause 9 above.