



## APPOINTMENT IN AN ACTING CAPACITY POLICY

<b>Policy:</b>	<b>Effective Date: 11 October 2007</b>
<b>Approved: 11 October 2007</b>	<b>Review Date: 11 October 2010</b>

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.

### 1. SCOPE

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

### 2. OBJECTIVE

- 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 the FDDM management to act in a higher position than his or her own.

### 3. POLICY

- 3.1 All employees are contractually bound to flexibility including multi-skilling, multi-tasking and mobility, subject to reasonable and prior consultation. Acting allowances are not paid for flexibility as such, but only where an employee operates for a defined minimum period in a position more senior to their normal role.
- 3.2 The Line Manager will decide who acts. Under no circumstances should an acting employee have expectations to be confirmed to a post at which he acts.
- 3.3 Before an employee commences with his duties in an acting position, a letter must be issued by the Line Manager to the acting employee detailing the acting individual's roles and clarifying responsibilities.
- 3.4 An employee who acts in the position of the Municipal Manager or a Section 57 post will be entitled to an acting allowance which includes a salary, cell phone limit and transport allowance, if applicable, provided such an employee acts for at least fifteen (15) consecutive working days. In the case of all other acting appointments, such a period will be twenty (20) consecutive working days .
- 3.5 When the qualifying period is broken by absence from duty for a period of one day or more, and the Municipal Manager is satisfied that such absence has been caused by circumstances beyond the control of the acting employee, the qualifying period shall not be regarded as having been broken if the acting employee in the aggregate acted for no less than three (3) days.

#### 4. PAYMENT OF AN ACTING ALLOWANCE

- 4.1 In determining the amount of acting allowance to be paid, it is also taken into account that the appointment to act in a position higher than that which the employee currently occupies, offers an opportunity to enhance training and development at a higher level and should be regarded as an exercise of succession planning.
- 4.2 For the period of acting, an acting allowance will be based on the basic salary pay difference between the employee's salary and the minimum salary grade of the position in which the employee is acting as well as the difference of monthly transport allowance in the case of transport bearing posts. The salary difference for acting in Section 57 will be capped to the maximum of 60% of the basic salary in question.
- 4.3 If applicable, the overtime rate for an acting employee during the acting period shall be based on their remuneration exclusive of the acting allowance.
- 4.4 No employee will act in a higher position for a continuous period exceeding six (6) months unless authorised by the Municipal Manager or Executive Mayor, as the case may be.

#### 5. AUTHORITY

Formulation Policy	:	Director Corporate Services
Authorisation Policy	:	Council
Ownership & Maintenance Manager	:	Deputy Director: Corporate Services