

BAVIAANS MUNICIPALITY

ACTING ALLOWANCE POLICY

INTRODUCTION

Any employee of the Municipality who is requested by the Head of Department to assume the duties and responsibilities of a higher post for a continuous period of 12 days or more shall be paid an acting allowance.

PROVISIONS REGULATING THE PAYMENT OF ACTING ALLOWANCES

- a) If an employee acts in a higher position for a period of not less than 12 days he / she shall receive no acting allowance.
- b) No employee may be required to act in a post 5 or more post levels higher than their own post level.
- c) No employee may be required to act in a higher post for a period of longer than 3 months.
- d) When acting in a higher post, no employee is permitted to receive overtime payments as well as an acting allowance in order to complete the work.
- e) An employee acting in a post is required to undertake his / her normal duties as well as those of the higher post.
- f) No person is permitted to act in the post of an employee who is currently working in his present post as well as acting in a higher post i.e. only one acting allowance can be paid.
- g) Acting allowances can only be paid for established positions for which provision has been made on the staff budget.
- h) Only if an employee is requested by his / her Head of Department to act in a higher post is the employee entitled to an acting allowance.

METHOD OF CALCULATION OF THE ACTING ALLOWANCE

An acting allowance will be calculated as follows:

Lowest notch of the post in which the employee is acting

LESS

Normal salary / wage of the employee required to act

EQUALS acting allowance.

BUDGETING REQUIREMENTS

All Heads of Department are required to provide for acting allowances when compiling their annual budgets.