

OVERBERG DISTRICT MUNICIPALITY

ACTING ALLOWANCE POLICY



Council Resolution No	: A73
Date	: 18.08.2014
Municipal Manager	: <i>[Signature]</i>
Executive Mayor	: <i>[Signature]</i> acting Mayor. <i>[Signature]</i> Jdu Joit Louwse
Reference No	: 7/1/2/1
Municipal Code No	: P-A-03

2014.09.08

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OVERBERG

DISTRIKSMUNISIPALITEIT
DISTRICT MUNICIPALITY
UMASIPALA WESITHILI



ACTING ALLOWANCE POLICY

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POLICY PURPOSE:

The municipality must take extraordinary measures to ensure that service delivery is not interrupted or deteriorate because a post is vacant or the incumbent is unable to do his /her functions and duties.

PROCEDURES:

The acting allowance payable and procedures will be in accordance with the Collective Agreement on Conditions of Service for the Western Cape of the SALGBC, which stated as follows:

1. An employee is entitled to an acting allowance when he is requested by written instruction by his superior in terms of Council's delegation policy to act in a higher position for a period of at least 10 consecutive working days, including public holidays.
2. An acting allowance equal to the difference between his pensionable salary and the commencing notch of the salary scale of the position in which he/she is acting shall be paid to the employee for the period of acting.
3. If an employee is requested to act in terms of clause 1 the employer shall not unreasonably stop or interrupt the acting period of the employee resulting in the non-payment of an acting allowance.
4. Council may in consultation with the Municipal Manager resolve that an employee should act in a section 57 position in terms of clauses 1 and 2, in which case the following shall apply:
 - 4.1 The employee shall in addition to his/her salary receive an acting allowance for the period of acting.
 - 4.2 The salary component for determining the acting allowance will be 60% of the remuneration package of the position in which the employee is acting.
5. Subject to clause 6, an employee will not be paid an acting allowance whilst he/she is on any form of leave or any other absence during the acting period.
6. If an employee has acted for a continuous period of three (3) months or longer, he/she will qualify for an acting allowance while on paid leave.
7. The acting period must not exceed twelve (12) consecutive working months.
8. The written instruction to act in a higher position will be in accordance with the delegated powers as approved by Council.

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EFFECTIVE DATE

This policy shall come into effect on the date which it was adopted by Council and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

ROLES

1. Council
2. The policy applies to all employees, with the following exceptions –
 - This policy excludes all section 57 employees, but exclude the provisions made in par. 4.

RELATED POLICIES/LEGISLATION

1. Collective Agreement on Conditions of Service for the Western Cape of the SALGBC
2. Basic Conditions of Employment Act, 75 of 1997

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EXTRACT FROM THE COUNCIL MINUTES HELD ON 18 AUGUST 2014

Item A73. 18.08.2014

POLICIES

(Ref.: 7/1/2/1)

JCP Tesselaar : Director Management Services / CFO

PURPOSE

The purpose is to present to Council the following policies:

- Quality Management Policy (To accredited the Fire Station and other training facilities of the ODM as Training facilities with LGSeta)
- Acting Allowance Policy
- Extra Service Allowance Policy
- Overtime Policy

BACKGROUND

The above mentioned policies served before the LLF on 25 March 2014, and were referred back to the Unions for final input. During the LLF of 23 May 2014 the Unions were given extension for input, until 3rd June 2014.

No further input was received from any of the Unions.

FINANCIAL IMPLICATIONS

None

ATTACHMENTS

- Quality Management Policy
- • Acting Allowance Policy
- Extra Service Allowance Policy
- Overtime Policy

RECOMMENDATION FROM THE MAYOR COUNCIL

That the Quality Management Policy, Acting Allowance policy, Extra Service Allowance policy and Overtime policy, be approved by Council.

UNANIMOUSLY RESOLVED: (Proposed by cllr L de Bruyn and seconded by cllr

The Quality Management Policy, Acting Allowance policy, Extra Service Allowance policy and Overtime policy, is approved by Council.

