

POLICY NUMBER	3/P
POLICY TYPE & CATEGORY	Human Resources
COMMENCEMENT DATE	28 August 2020
APPROVAL DATE	28 August 2020
INITIAL APPROVAL DATE	03 August 2017
PREVIOUS REVIEWALS	Nil
NEXT REVIEW DUE	31 August 2021
RESPONSIBLE MANAGER	Head : Corporate Services

ACTING ALLOWANCE POLICY



NTINGA O.R. TAMBO DEVELOPMENT AGENCY SOC LTD

DISCLAIMER

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Published by:

Corporate Services Department

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Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by the Board and may be reviewed on an earlier date if necessary.

1. PURPOSE

The purpose of this policy is to provide for and reward employees who consent and act in a higher post either as a result of the higher post being vacant or as result of a prolonged absence due to illness or maternity and/or any authorized absence of an employee for a period of ten (10) consecutive days and more. In respect of vacancies, the objective is to bridge the recruitment period until the vacancy is filled.

2. SCOPE

Policy applies to the Ntinga group including stand alone operations usually referred to as Enterprises.

3. POLICY

3.1 An employee appointed in writing to act in a higher post, by a person who is authorized, shall be paid an acting allowance provided that:

- (a) the post is vacant and funded,
- (b) the employee has been duly appointed by the Chief Executive Officer (or his delegate) to act in the higher post and
- (c) the period of appointment is uninterrupted and longer than ten (10) consecutive days inclusive of public holidays and weekends where is necessary..

3.2 The employee must accept the acting appointment in writing.

3.3 The acting allowance shall be calculated on the bases of the difference between the current salary package of the employee and the commencement all inclusive salary package of the higher post.

3.4 In the event of the total cost to employer salary package of the acting incumbent being equal or more than the commencement total cost to employer salary package of the acting post, 10% of the total remuneration package of the acting incumbent shall be paid as acting allowance subject to the adjusted total

- (i) For the position of the CEO the Board shall authorize the acting capacity through a resolution.
- (ii) The letter of appointment shall be issued by the chairperson of the Board
- (iii) The CEO shall authorize the acting capacity in respect of the Senior Management level and submit to the Board for information.
- (iv) The Senior Manager responsible for each line function shall authorize an acting capacity for any other applicable post.

The authorization to act in another position in terms of this policy shall be as follows:

3.10 The categories of authorization.

3.9 Unless operational requirements dictate otherwise, acting appointments should be confined to employees reporting directly to the applicable acting position, as well as delegation in terms of line authority

3.8 The fact that an employee has been appointed in an acting capacity does not create a legitimate expectation to be appointed to the vacant post.
Remuneration Committee(HRRC).(3 months and review)

3.7 An employee may not act in a higher position for an uninterrupted period exceeding six months unless there are compelling circumstances specifically recommended by Chief Executive Officer and ratified by Human Resources and

3.6 The employer will pay the acting allowance on a monthly basis, provided the first payment takes place in a following the completion of the ten (10) consecutive days referred to in clause 3.1(c) backdated to the date that the employee officially began acting.

3.5 The acting allowance is a non-pensionable allowance.

the band of the vacant post.
package including acting allowance not exceeding the upper (75th) pay point of

4. ADDED RESPONSIBILITIES

4.1 At times one will be assigned additional responsibility of the employee who is at the same level by his/her supervisor/manager. This is not covered under Acting Allowance and one will not be compensated for that.

4.2 The Manager and the subordinate may have discussions should additional tasks be heavy / significant. This will depend on the discretion of the manager.

4.3 Should the manager decide, the compensation will be as follows

- (a) 10% of the monthly salary of the person whose tasks are being performed or 10% of the person performing the tasks if the position of the incumbent is lower than the tasks that are being performed
- (b) 10% of the monthly salary of the incumbent if the position of the incumbent is higher or equal than the tasks that are being performed

4.4 Consideration may be done only if tasks will be performed for a period of a month. And this should be approved by the CEO.

4.5 The added responsibility period should not exceed six (6) months

5. DISPUTE RESOLUTION

Internal dispute resolution processes must be followed in the event of any grievances and disputes arising out of the implementation of this policy. For all external candidates, the recognised labour relations mechanisms must be applied.

6. POLICY REVIEW

This policy will be reviewed annually from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational changes at the Entity or any change required by law.

7. APPROVAL AND SIGNATURES

FORMULATED BY:  DATE 28/08/2020

CEO RECOMMENDATION:  DATE 28/08/2020

BOARD APPROVAL: BOARD APPROVED COPY
NTINGA-O.R. TAMBO DEL AGENTE DATE 28/08/2020

Signature:.....
S.O.C
Date:.....