



A Better Place for All

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DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY

ACTING ALLOWANCE: POLICY

Date Approved:	29 May 2025
Effective Date:	2025-2026

1. PURPOSE

This policy seeks to provide the guideline to be observed when a need to appoint an official to act on a higher position within the Dr Nkosazana Dlamini-Zuma Municipality arises.

2. SCOPE OF APPLICABILITY

The policy is applicable to all officials of the DNDZ Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of the Local Government Bargaining Council and those appointed on the fixed term contract (Section 54 and 56 employees).

3 DEFINITIONS

3.1 "Employer" means the DNDZ Municipality

3.2 "Employee" means a person employed by the employer to carry out certain duties and responsibilities in return for remuneration.

3.3 "Council" means the council of DNDZ Municipality.

3.4 "Acting Allowance" means the monetary difference between the current position and the higher position in which the employee is appointed to act in.

3.5 "Collective Agreement" means a written agreement concluded at the Divisional Bargaining Council regulating terms and conditions of employment or any other matters of mutual interest concluded between SALGA on the one hand and IMATU AND SAMWU on the other hand.

3.6 "DNDZ" means the Dr Nkosazana Dlamini-Zuma Municipality

4 PRINCIPLES

- 4.1 Fairness
- 4.2 Equity
- 4.3 Openness and Transparency
- 4.4 Collectiveness(as in collective agreements)
- 4.5 Developmental
- 4.6 Sufficient Utilization of HR

5 POLICY STATEMENTS

- 5.1. The request to fill a vacancy in a higher acting position shall be submitted in writing to the Municipal Manager who will approve such proposal/request in writing.
- 5.2. The advertisement of the acting position shall be placed on a notice board for openness and transparent purposes for a period of 10 days.
- 5.3. An official appointed in writing to act in a higher position by the Municipal Manager/Acting Municipal Manager shall be paid an acting allowance provided-
 - a) The higher post in which he/she is acting is vacant and funded
 - b) The acting period is longer than ten (10 working days) consecutive working days.
- 5.4. A position in which an official may be appointed to act shall be within the scope of his competency.
- 5.5. No official shall be appointed to act in a position that is two (2) levels higher than the position he/she is currently occupying or appointed for.
- 5.6. The acting allowance of an employee acting in a higher position shall be a non-pensionable amount payable to be the difference between the current salary of the employee acting and the minimum notch of the salary scale about the post in which the employee is acting or **10.5%** (Collective Agreement on Conditions of Employment) of the basic salary of the post in which the employee is acting whichever is the greater, provided that the acting employee shall not earn more than the absent incumbent

- 5.7. Any permanent employee appointed to act in the Section 56 position shall be paid the acting allowance of 8% of the total cost to employer remuneration of Section 56 employee, provided that the acting employee shall not earn more than the absent incumbent.
- 5.8. An employee shall be appointed in writing to act in a higher post and must accept the position in writing before acting allowance can be paid.
- 5.9. The acting allowance of a section 56 employee acting in a section 54 position shall be a non-pensionable amount payable to be the difference between the current salary of the employee acting and the minimum notch of the salary scale about the post in which the employee is acting or **10.5%** of the basic salary of the post in which the employee is acting whichever is the greater, provided that the acting employee shall not earn more than the absent incumbent.
- 5.10. The employer will pay an acting allowance every month.
- 5.11. **An acting appointment may be made to a funded post** to ensure that the disruption of services is minimized **for a period of 3 months and not exceeding**
- 5.12. An employee may only act in a higher post for a maximum period of 3 Months which can be extended through the application for exemption to SALGA or COGTA and not exceeding **9 months consecutively if extended** an application for exemption should be made by the Municipality to the KZN Division of SALGBC or COGTA. During the period of the application for exemption, the employee will continue to receive an acting allowance.
- 5.13. Acting in a higher position does not create a right or legitimate expectation to be appointed permanently when the vacant post is advertised.
- 5.14. An employee accepting to act in a higher position shall mean he/she also accepts the duties and responsibilities of that position together with his post responsibilities.
- 5.15. The performance of a staff member appointed to act in a post must be assessed in terms of the Municipal Staff Regulations

6. PAYMENT OF ACTING ALLOWANCE

- 6.1 The acting allowance will be calculated in terms 5.6, 5.7, and 5.9 above.
- 6.2 If the acting employee does not qualify for a traveling allowance and is appointed in a post where a traveling allowance is payable, the acting employee shall not be paid the traveling allowance.

7. TRANSITIONAL ARRANGEMENTS

- 7.1. The acting allowance shall only be calculated as of the day of implementation of this policy notwithstanding the period that an employee has been acting in a higher position before the said date.
- 7.2. The six-month period referred to 5.11 above shall run from the date of appointment in terms of this policy.

8. REVIEW OF THIS POLICY

- 8.1 Where sufficient grounds exist that necessitate the review of the provision of this policy, the Municipal Manager may approve such review, but such review must be in line with the KZN Division Collective Agreement on Conditions of Service.
- 8.2 Any review of the policy in line with the provision of section (8.1) above must be done in writing and the reasons outlined.
- 8.3 This policy will be reviewed when the council deems it necessary to accommodate unforeseen changes.

9. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----


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MUNICIPAL MANAGER

29/05/2025
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DATE