

POLICY ON AN ACTING ALLOWANCE FOR PERSONNEL ON SALARY LEVELS 1 TO 12 IN THE PUBLIC SERVICE

This policy document replaces the policy document conveyed to Department's under cover of DPSA letter E1/6/4/1 dated 21 May 2002.

IMPLEMENTATION DATE

1. This policy comes into effect on 1 April 2002.

SCOPE OF APPLICABILITY

2. This policy is applicable to personnel on salary levels 1 to 12 who are appointed in terms of the following Acts and **who fall within the scope of the General Public Service Sectoral Bargaining Council (GPSSBC)**:
 - (a) Public Service Act, 1994.
 - (b) Correctional Services Act, 1998.
3. Personnel on salary levels 1 to 12 employed in terms of the following Acts are **excluded** from this policy:
 - (a) South African Police Service Act, 1995.
 - (b) National Prosecuting Authority, 1998.
 - (c) Employment of Educators Act, 1998.
 - (d) Magistrates Act, 1993.
 - (e) Defence Act, 1957.

POLICY

4. An employee appointed in writing to act in a higher post, by a person duly authorised, shall be paid an acting allowance, provided that-
 - (a) the higher post in which he/she is acting is vacant and funded, and
 - (b) the period of appointment is uninterrupted and longer than 6 (six) weeks.
5. A maximum of **two** employees may receive the acting allowance proportionally if they are appointed to act in a single higher vacant post, provided that-

- (a) the responsibilities attached to the higher vacant post are divided between the two employees acting in such post and expressed in the form of a ratio (e.g. 30/70%) before they are appointed to both act in such higher vacant post;
 - (b) the **maximum** (combined) acting allowance to be paid to the two employees is the difference between the salary notch of the lowest graded employee and the commencing salary notch of the higher graded vacant post. (This means that the expenditure may not exceed the expenditure if only the lowest graded employee would have been appointed to act in the higher graded vacant post); and
 - (c) the employees' individual acting allowances are to be determined proportional to the above-determined ratio. (This means that if the split in responsibilities between the employees is 30/70% the one employee will qualify for 30% and the other employee 70% of the maximum (combined) acting allowance.)
6. An employee must accept the acting appointment in writing before the acting allowance is payable.
 7. The acting allowance is non-pensionable.
 8. The employer will pay the acting allowance on a monthly basis, provided that the first payment takes place in the month following the completion of the 6-week period referred to in paragraph 4 above, backdated to the date that the member officially began acting in the post.
 9. An employee may only act in a higher post for a maximum uninterrupted period of 12 (twelve) months.
 10. The fact that an employee has been appointed in an acting capacity does not create a right or a legitimate expectation to be appointed when the vacant post is advertised.

CALCULATION BASIS

11. The acting allowance is calculated on the basis of the difference between the current salary notch of the employee and the commencing salary notch of the higher post.

12. An employee not part of the Senior Management Service (SMS) appointed to act in a post in the SMS will receive the difference between his/her current salary notch and 60% of the commencing inclusive flexible remuneration package applicable to the post level (62% in the case of a SMS post in the Department of Correctional Services and 74% in the case of a SMS post (Foreign Service post) in the Department of Foreign Affairs prior to 1 January 2003).
13. An employee who is appointed to act in a higher vacant post on salary level 1 to 12 or SMS, and who is on a salary notch, which includes a personal notch, which is higher than the commencing salary notch of the higher vacant post should receive the difference between his/her current salary notch and the **next higher** salary notch applicable to the higher vacant post/60% of the inclusive flexible remuneration package applicable to the vacant SMS post, provided there is a difference.
14. If the payment of the acting allowance commences after the 1st day or terminates before the last day of a month, the daily tariff is calculated by dividing the annual amount by 12 (number of months per year) and then by the number of days for the specific month.

TRANSITIONAL ARRANGEMENTS

15. An employee who commenced acting in a higher post before 1 April 2002 must be re-appointed in writing with the consent of the appointee to act in such a post to qualify for the payment of an acting allowance in terms of this policy. This means that an acting allowance shall only be calculated as of 1 April 2002, notwithstanding the period that a member may have been acting in a higher post before the said date.
16. The 12-month period referred to in paragraph 9 above will run from the date of appointment in terms of this policy