



UNIVERSITY OF VENDA

POLICY ON ACTING ALLOWANCE IN HIGHER POSITION

TITLE AND COPYRIGHT

Title Policy on Allowance for acting in higher positions
Date 27 November 2009
Author Mr T J Manenzhe
Copyright © University of Venda. All rights reserved.
Information in this document is subject to change. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of the University of Venda

DOCUMENT CONTROL DETAILS

Master document Documentation Control Centre
Electronic Version www.univen.ac.za/intranet/hr/documentation/docs
Version 1.00
Reference UNIVEN HR 0911/2

TABLE OF CONTENTS

Title and Copyright	2
Document Control Details	2
Table of Contents	3
Definitions and Application	4
1.1 Definitions	4
1.2 Application	4
Purpose	4
Policy Statement	4
Policy Guidelines	4
Related Policies and Documentations	5
Regulatory Framework	5
Review Date	6
Record of Changes	6
List of Abbreviations and Acronyms	7

1. DEFINITIONS AND APPLICATION

Management is sometimes obliged to appoint staff to act in higher vacant positions as an interim measure until a suitable replacement is found or the incumbent of the post resumes duty. This policy, therefore, provides guidelines for the process to be followed when administering the appointment of staff in acting positions. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

“Acting allowance” means a remuneration payable as a compensation for acting in higher position while a staff member is still responsible for duties attendant to his substantive post.

1.2 APPLICATION

This policy will apply to all staff appointed on permanent, fixed term contract and donor funded projects.

2. PURPOSE

The purpose of this policy is to enable management to appoint staff in acting capacity whilst looking for a suitable replacement or until such time that the incumbent resumes duty.

3. POLICY STATEMENT

Management wants to ensure continuity and smooth functioning of the University by appointing staff to act in higher positions in the event that the incumbent of the post terminates his/her services or is temporarily absent from duty due to leave of absence or official commitments outside campus or any other circumstances.

4. POLICY GUIDELINES

4.1 The following conditions shall necessitate the appointment of staff in acting capacity:

4.1.1 The incumbent of the post has terminated his/her services at short notice for whatever reasons.

4.1.2 The incumbent of the post is temporarily absent from duty due to leave of absence, official commitment outside campus or any other circumstances.

4.2 Procedures to be followed:

4.2.1 The line manager will submit the motivation in writing to the Director Human Resources who must verify whether the recommended staff meets the requirements of the post as stipulated in the appointment and promotion guidelines before the matter is approved by the Vice Chancellor and Principal on the recommendation of the Director Human Resources.

4.2.2 If the recommended staff does not meet the requirements of the post against which he/she is recommended to act, the request shall not be approved. In cases where the recommended staff meets the requirements for the post, the recommendation will be forwarded to the Vice Chancellor and Principal for approval.

4.2.3 Employees appointed in acting capacity will not act in a post which is more than one level of their current position.

4.2.4 Employees who are appointed to act in higher positions will be paid an acting allowance which is two notches above their current notch.

4.2.5 Employees who are appointed to act on higher position for a period less than one month will not be entitled to an acting allowance.

4.2.6 An acting appointee shall have no expectation of extension or permanent employment into the position in which he/she is acting, and at the end of the term he/she will return to his/her substantive post on the same terms and conditions of employment as applied prior to the acting appointment.

5. RELATED POLICIES AND DOCUMENTATIONS

5.1 Policy on Payment of Allowance

6. REGULATORY FRAMEWORK

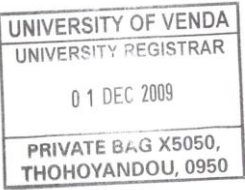

6.1 Basic Conditions of Employment Act

6.2 Labour Relations Act

7. REVIEW DATE

The policy will be reviewed after three years or as and when the need arises.

8. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

9. LIST OF ABBREVIATIONS AND ACRONYMS

HR.....Human Resources
 WWW.....World Wide Web
 UNIVEN.....University of Venda



01 December 2009

 Vice Chancellor & Principal

 Date