



**Lupane State University**

*Building Communities through Knowledge*

**ACTING/RESPONSIBILITY APPOINTMENTS  
PROCEDURE POLICY**



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## **ACTING/RESPONSIBILITY APPOINTMENTS PROCEDURE POLICY**

<b>TITLE:</b>	<b>ACTING/RESPONSIBILITY APPOINTMENT PROCEDURE POLICY</b>
<b>MANAGEMENT POLICY NUMBER:</b>	<b>HR 04/16/LSU</b>
<b>COMPILED BY:</b>	<b>HUMAN RESOURCES</b>
<b>APPROVED BY:</b>	<b>SALARIES AND CONDITIONS OF SERVICE COMMITTEE</b>

# **LUPANE STATE UNIVERSITY**

## **ACTING/RESPONSIBILITY APPOINTMENTS PROCEDURE POLICY**

### **1. Preamble**

Lupane State University accepts that from time to time an employee may not be available to discharge his or her duties and responsibilities in terms of the contract of employment. Further to the above, the University recognises that from time to time there would be a need to appoint another appropriately skilled and experienced employee to discharge the duties of another employee who is absent. The latter is to be done cognisant of the fact that the University shall, at all the times, endeavour to avoid committing any unfair labour practices.

### **2. Purpose**

The purpose of this policy is to provide a uniform and transparent standard to regulate the appointment of staff in acting positions. In doing so, the policy addresses the issue of appointing staff in acting positions on the one hand and on the other it deals with the payment of an acting/responsibility allowance where applicable.

### **3. Scope**

Since the Academic Staff are governed by Ordinance 25, the policy applies to all non-teaching employees of the University.



#### **4. Guidelines**

- 4.1. Any allowance payable in terms of this policy and the salary of the member who assumes an acting role shall not exceed the salary to which such member would be entitled were he to be promoted to the post in which he acts.
- 4.2. Any acting period for purposes of paying an Acting/Responsibility Allowance must be at least twenty-one (21) consecutive days, and should only be granted for a limited period, with a set end date. Where there is no known end date (for example, in covering sickness absence) the acting period should not exceed six months in the first instance. No acting/responsibility allowance shall be paid to a member who acts for a continuous period of less than 21 days.
- 4.3. If any member who is being paid an acting allowance is absent from duty on leave or any other reason for a continuous period of 21 days or more, such an allowance shall not be paid to him or her for the period during which they are absent from duty.
- 4.4. Where a member of staff is appointed to act in higher post than he or she is currently in and he or she has the required qualifications and experience required for the higher post, he or she shall receive an Acting Allowance.
- 4.5. Where a member of staff is appointed to act in a higher post than he or she is currently in and he or she does not have the required qualifications and experience required for the higher post, he or she shall receive a Responsibility Allowance.
- 4.6. Only in special circumstances shall a member of staff be required to act for a position which is two or more grades above his or her current grade.
- 4.7. The opportunity to act in a position other than the one a member substantively holds may be utilised as a mechanism to reward exceptional work performance by an employee and /or assist and enhance an individual employee's career and professional development through the opportunity to acquire advanced knowledge, skills and abilities.

## **5. Calculation of the Allowances**

### **5.1. Acting Allowances**

The Acting Allowance is calculated as the difference between the member of staff's current salary and the first notch of the salary of the higher grade post they are covering.

### **5.2. Responsibility Allowance**

The Responsibility Allowance is calculated as  $\frac{2}{3}$  of the difference between the employee's current salary and the first notch of the salary of the higher grade post they are covering.

5.3. Any Acting/Responsibility Allowances, and any renewals of such payments, must be approved in advance.

5.4. Acting and Responsibility Allowances are subject to tax and are not pensionable.

## **6. Interpretation**


The interpretation of this Acting/Responsibility Appointments Procedure Policy rests with the office of the Registrar.

## **7. Effective Date**

The policy shall take effect on the date it is signed by the Vice-Chancellor.

## **8. Review of Policy**

This policy shall be reviewed as and when the need arises.

Approved:   
Chairperson – Salaries and Conditions of Service Committee

Date: April 19<sup>th</sup> 2017