



government communications

Department:
Government Communication & Information System
REPUBLIC OF SOUTH AFRICA

ACTING APPOINTMENTS POLICY 2019/20

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ABBREVIATIONS, ACRONYMS AND DEFINITIONS

Acting Appointment	A temporary appointment to a higher vacant and funded post on the approved staff establishment where there is an understanding that the employee/ member returns to his/her substantive position
Allowance	An amount (difference between the current salary notch of the employee and the commencing salary notch of the higher post) granted for the purpose of performing duties of the position an employee is appointed to act
DG	Director-General
DPSA	Department of Public Service and Administration
Employee/ Member	A person employed in GCIS in terms of the Public Service Act, 1994 as amended, and includes persons employed on contract
GCIS	Government Communication and Information System
MMS	A person appointed on salary levels 11 and 12 as a member of the Middle Management Service in the Public Service.
Non-SMS	A person appointed on salary levels 1 and 12 in the Public Service.
PSA,1994	Public Service Act,1994 as amended
PSR,2016	Public Service Regulations,2016
SMS	A person appointed on salary levels 13 and higher as a member of the Senior Management Service in the Public Service.
Salary level	A set of salaries for public service employees
Salary notch	An annual salary excluding benefits
Month	A period extending from the first to the last day, both days inclusive, of any one of the 12 months of a year

1. INTRODUCTION

- 1.1. GCIS is committed to filling vacancies on a permanent basis. However there are circumstances where it is in the interest of the department to consider more flexible workforce arrangements to meet operational needs and to ensure continuity. In this regard acting appointments provide employees with range of potential professional development opportunities whilst supporting an enhancing operational efficiency and the achievement of the department's strategic goals, mission and vision.

2. PURPOSE

The purpose of this policy is to –

- 2.1 Provide clear policy guidelines concerning the implementation of the acting appointment for Members of the Senior Management Service (SMS), non-SMS member's employees on level 1-12.
- 2.2 To provide direction regarding the performance of acting in higher vacant and funded posts.

3. SCOPE OF APPLICATION

- 3.1 This policy is applicable to all employees of Government Communication and Information System (GCIS) appointed in terms of the Public Service Act, 1994 as amended, who act in a vacant and funded post.

4. LEGISLATIVE FRAMEWORK

- 4.1 Public Service Act, 1994 as amended.
- 4.2 Public Service Regulations, 2016.
- 4.3 DPSA Directives
- 4.4 PSCBC Resolutions.
- 4.5 The SMS Handbook.

5. POLICY PROVISIONS

5.1 Conditions for appointment in an acting capacity

- 5.1.1 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 for a period of six (6) weeks or longer.
- 5.1.2 An acting appointment is regarded as a temporary appointment in a vacant and funded post.
- 5.1.3 An employee directed to act in another post should have the necessary competency for the post to which he or she is appointed to act.
- 5.1.4 An employee directed to act in a vacant and funded post shall perform the functions so directed for a period not exceeding twelve (12) consecutive calendar months.

- 5.1.5 An employee must accept the acting appointment in writing before the acting allowance is payable.
- 5.1.6 Acting allowance will be paid on a monthly basis, provided that the first payment takes place in the month following the completion of the six (6) weeks period, backdated to the date acting was approved.
- 5.1.7 Acting allowance is non-pensionable and taxable and any overpayment or underpayment must be recovered or refunded respectively.
- 5.1.8 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.
- 5.1.9 The appointment of an employee in an acting capacity does not create a right or a legitimate expectation to be appointed when the vacant post is advertised.
- 5.1.10 An employee acting in a higher position shall be assessed at the level of his or her post that he or she occupied at the time immediately prior to the acting position.

5.2 Calculation basis

- 5.2.1 The acting allowance is calculated on the basis of the difference between the current remuneration package of the member (SMS&MMS) or salary notch of the employee (salary level 1-10) and the commencing remuneration package or salary notch of the higher post.
- 5.2.2 The acting allowance payable to an MMS member (level 11-12) who acts in a higher vacant and funded SMS position is calculated as the difference in the acting MMS member's total package and the minimum package attached to the relevant SMS post.
- 5.2.3 The acting allowance payable to employees on salary level 1-10 who act in a higher vacant and funded MMS level 11-12 position is calculated as the difference between the employee's salary notch and 70/75% of the minimum package attached to the relevant higher MMS post.
- 5.2.4 A member (SMS) on an inclusive flexible remuneration package, which includes a personal package, which is higher than the commencing inclusive flexible remuneration package of the higher graded vacant post shall receive the difference between his/her current package and the next higher remuneration package applicable to the vacant higher post, provided there is a difference.
- 5.2.5 An employee who is appointed to act in a higher vacant post on a salary level 1-12 who is on a salary notch, which includes a personal notch, which is higher than the commencing salary notch of the higher vacant post shall receive the difference between his/her current salary notch and the next higher salary notch applicable to the higher vacant post or 70% of the inclusive flexible remuneration package applicable to the vacant SMS post, provided there is a difference.

5.3 Conditions for terminations in an acting capacity

5.3.1 An employer reserves the right to terminate in writing with immediate effect the acting appointment of an employee.

5.3.2 In cases of absences from duty, the payment of an acting allowance shall be terminated with immediate effect from the date of commencement of absence, provided that the period of absence is going to be longer than one (1) calendar month.

6. Dispute resolution

6.1. Any dispute arising from the implementation of this policy shall be directed to the Director-General.

7. Approval and review of the policy

7.1 The Policy shall be reviewed after a three year period or when a need arise.

Policy approved by: Ms P Williams Acting Director-General Department of Government Communication and Information System	
Date:	

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