

FCAFTI/HR/2017/04

FORT COX AGRICULTURE AND FORESTRY TRAINING INSTITUTE

Fort Cox Agricultural Training Institute policies will be recorded on the institutional policy catalogue, will be available at the library and on the institute's website (<http://www.fortcox.ac.za/policies/>) which will be regularly updated. As it is important to provide critical information such as when the policy was introduced, what it aims to achieve and who has a responsibility for its implementation and review, the council meeting of [Date] agreed that all new institution-wide policies be presented in a standardised format as follows:

TITLE: Acting and Additional Responsibility Allowance Policy

POLICY PARTICULARS

DATE OF APPROVAL BY CHAIRPERSON OF COUNCIL :.....

COMMENCEMENT DATE: 01 April 2018

REVIEW DATE: At least every three years, next review is 30 April 2020

RESPONSIBILITY:

- IMPLEMENTATION & MONITORING: Human Resources together with Managers/Supervisors
- REVIEW AND REVISION: Human Resources in consultation with the Unions and Managers/Supervisors

Table of contents

Content	Page
1. Introduction	2
2. Purpose	2
3. Definitions	2
4. Scope of application	2
5. Policy guidelines	3
6. Process for applying	3
7. Process for nominating eligible individual staff members	4
8. Method of calculating payment of acting and additional responsibility allowance	4
9. Policy implementation, roles and responsibilities	5
10. Transitional arrangements	5
11. Unacceptable performance	5
12. Dispute handling	5
13. Conclusion	6
14. Policy reviews	6
15. Approval	6

FCAFTI/HR/2017/04

1. Introduction

- 1.1. This policy will provide guidelines for recognition and payment of individual staff members who are performing additional work responsibilities at a higher, equivalent or lower levels than their current or primary roles/positions within Fort Cox Institute.
- 1.2. The Institute recognises the need to maintain service delivery standards and/or the work output of the department/section, that staffing needs may vary during particular processes or times of the year and that temporary assistance is required to cope with the additional work during these times.

2. Purpose

The purpose of this policy is to:

- 2.1 establish clear guidelines for payment of acting and additional responsibility allowances in the Institute.
- 2.2 formally and meaningfully recognise and remunerate individual staff members for assuming additional work responsibilities within the Institute.
- 2.3 formalise the processes governing performance of additional work responsibilities in order to promote high performance culture and secure effective and efficient performance from individual staff members in the Institute.

3. Definitions

The following term definitions are used in this document within the context of application of this policy:

- 3.1 Acting Allowance:** an allowance payable to a staff member who is required to act in a role/position higher than his/her current salary grading/level and assumes work responsibilities attached to this role/position.
- 3.2 Acting Period:** A minimum of 4 uninterrupted weeks and/or a minimum of 20 uninterrupted working days.
- 3.3 Additional Responsibility Allowance:** An allowance payable to a staff member who assumes additional work responsibilities for a position that is at the same/equivalent and/or lower level than his/her current salary grading/level and/or primary role/position.
- 3.4 Manager/Supervisor:** A staff member responsible for the management, distribution/ allocation of work, monitoring of work activities, including discussing performance and development of individual team members.
- 3.5 Individual Staff member:** Any person employed by Fort Cox Institute on a permanent and/or fixed term contract.

4. Scope of application

- 4.1 Policy measures are applicable to all individual staff members in Fort Cox Institute.

5. Policy guidelines

- 5.1. An individual staff member who is appointed in writing by a person with delegated authority to act or assume additional responsibilities must be paid an allowance
- 5.2. An acting and additional responsibility allowance will be paid only in the following instances:
 - 5.2.1. Vacant funded position exists as a result of a service termination;
 - 5.2.2. Prolonged absence from work due to primary position holder being on sick leave or any other approved leave;
 - 5.2.3. Deployment to lead or execute funded Institute projects and/or assignments, where such work does not form part of primary duties and responsibilities; and
 - 5.2.4. Newly identified roles which are awaiting restructuring or approval processes of organisational structures on condition that funds are confirmed to be available by the Chief Financial Officer.
- 5.3. An acting and additional responsibility allowance will be paid only if the individual staff member duly appointed assumes such responsibilities for a period of not less than a minimum of 4 uninterrupted weeks and/or a minimum of 20 uninterrupted working days.
- 5.4. The individual staff member must accept the acting or additional work responsibilities appointment in writing before the acting or additional responsibility allowance is payable.
- 5.5. The acting and additional responsibility allowance is non-pensionable and Taxable.
- 5.6. The Institute will pay the acting and additional responsibility allowance on a monthly basis, provided that the first payment takes place in the month following completion of the period of a minimum of 4 uninterrupted weeks and/or a minimum of 20 uninterrupted working days, backdated to the date that the individual staff member officially began acting or assuming additional work responsibilities.
- 5.7. An individual staff member may only act or assume additional work responsibilities for a maximum uninterrupted period of 12 (twelve) months.
- 5.8. The Institute must ensure that the vacant position is filled before the expiry of the aforementioned period of 12 months and a proper handover process be facilitated, which should include a submission of a written hand over report/file.
- 5.9. The fact that an individual staff member has been appointed in an acting capacity or assumes additional work responsibilities does not create a right or a legitimate expectation to be appointed when the vacant post is advertised.

6. Process for applying

- 6.1. All acting and additional work responsibilities appointments must be pre-approved by the Principal and/or his delegate before assumption of the assigned duties/responsibilities.
- 6.2. The Head of Department/Section Manager must apply for acting and additional work responsibilities appointments in writing by compiling a Memo and completing an application form.
- 6.3. The relevant application form must be duly completed, submitted to Human Resources [HR] for consideration and approved by the Principal and/or his delegate.
- 6.4. Nominated individual staff members will be appointed in writing and issued with an appointment letter
- 6.5. Individual staff members are required to accept the appointments in writing.

7. Process for nominating eligible individual staff members

- 7.1. All individual staff members are eligible to be nominated to act or assume additional work responsibilities provided that they have good performance and disciplinary records.
- 7.2. The nomination of individual staff members should take into consideration the skills, knowledge, experience and educational requirements of the primary role.
- 7.3. The nominated individual staff member should have or must meet at least 2 of the following requirements of the primary role:
 - 7.3.1. Minimum educational requirement;
 - 7.3.2. Minimum experience requirement; and
 - 7.3.3. Demonstrate necessary skills, competency and knowledge of the technical requirements of the role.
- 7.4. The nomination of the eligible individual staff member is a prerogative of the relevant Head of Department/Section Manager.
- 7.5. A staff member may not be nominated and appointed to Act in a position that is more than 3 salary levels/ grades above his/her current position and salary levels/ grades.

8. Method of calculating payment of acting and additional responsibility allowances

- 8.1. The acting allowance is calculated as a difference of the monthly basic salary payable to the higher role/position and the current notch of the incumbent appointed to act.
- 8.2. The additional responsibility allowance is calculated at 50% of the monthly basic salary payable to the same/equivalent or lower role/position.

8.3. Fictitious examples of calculating payment of acting and additional responsibility allowances:

8.3.1. Acting allowance on the higher salary level

*If JEFF who is currently employed as a supervisor in Maintenance on a salary level 5, currently earns a monthly basic salary of R10 311.50 and is appointed to act in a higher graded position of Maintenance Manager on salary level 8 which has a monthly basic salary of R18 983.50, he will then be entitled to be paid a monthly acting allowance of R 8 672.00, which is computed as follows:
R 18 983.50 - R10 311.50 = R 8 672.00 per month*

8.3.2. Additional responsibility allowance on the same/equivalent salary level

*If JEFF who is currently employed as a supervisor in Maintenance on salary level 5, currently earns a monthly basic salary of R10 311.50 and is appointed to assume additional responsibilities of a supervisor in the Workshop which is on the same/equivalent salary level 5 with a monthly basic salary of R10 311.50, he will then be entitled to be paid a monthly additional responsibility allowance of R 5 155.75 which is computed as follows:
R 10 311.50 x 50% = R 5 155.75 per month*

8.3.3. Additional responsibility allowance on the lower salary level

If JEFF who is currently employed as a supervisor in Maintenance on salary level 5, currently earns a monthly basic salary of R10 311.50 and is appointed to assume additional responsibilities of a General Worker in Maintenance which is on a lower salary level 3 which has a monthly basic salary of R7 277.50, he will then be entitled to be paid a monthly additional responsibility allowance of R 3 638.75 which is computed as follows:

FCAFTI/HR/2017/04

$R\ 7\ 277.50 \times 50\% = R\ 3\ 638.75$ per month

9. Policy implementation, roles and responsibilities

The responsibilities and limitations of implementation are as follows:

9.1. Chairperson - Council:

9.1.1. Approves the acting and additional responsibility allowance policy.

9.2. Principal:

9.2.1. Ensures effective implementation of the policy.

9.3. Managers/Line Managers/Supervisors:

9.3.1. Ensures full compliance with the policy provisions and administrative requirements.

9.4. Staff Members:

9.4.1. Continuously strive to achieve the agreed to objectives as per the appointment letter.

9.5. Human Resources:

9.5.1. Develop relevant application forms and manage all application forms and other administrative requirements;

9.5.2. Provide support, advice and training to managers and staff members;

9.5.3. Monitor the overall compliance with the policy provisions;

9.5.4. Eradicate unfairness/biasness; and

9.5.5. Facilitate the resolution of conflict or disputes arising from the application of the policy.

9.6. Total Quality Management

9.6.1. Quality assurance.

Commented [MR1]: Incomplete sentence

10. Transitional arrangements

10.1. An individual staff member who commenced acting or assumed additional work responsibilities before 01 April 2016 must be re-appointed, in writing, with his/her consent in order to qualify for the payment of the acting and/or additional responsibility allowance.

10.2. This means that an acting and additional responsibility allowance shall only be calculated as of 01 April 2016, notwithstanding the period that a member may have been acting or assuming additional responsibilities before the said date.

10.3. The 12 month period referred to in paragraph 5 above will run from the date of appointment in terms of this policy.

11. Unacceptable performance

11.1. Unacceptable performance should be managed according to the Performance Management Policy, Disciplinary Code, as well as Schedule 8 of the Labour Relations Act, as amended.

12. Dispute handling

12.1. In cases of disagreement or disputes, both the manager and staff member should seek recourse within the Institute by escalating the dispute to the Head of Department/Principal or follow the Institute dispute resolution procedures.

13. Conclusion

- 13.1. HR should communicate the policy, as well as all the related documentation to all staff members of Fort Cox Institute.
- 13.2. HR must also ensure, through training sessions, that all staff members in the organisation are updated on the new policy.

14. Policy reviews

- 14.1. This policy will be reviewed every three years in consultation with all relevant stakeholders, from the date of implementation, to determine whether they will contribute to the achievement of the overall objectives of Fort Cox Institute, unless otherwise there are other valid reasons for an earlier review.

15. Approval

- 15.1. This policy has been developed through a consultative process, and the following stakeholders were represented:

Signed:

NEHAWU Chairperson: Fort Cox Branch

Date:

PSA Chairperson: Fort Cox Branch

Date:

Fort Cox Institute Representative

Date:

It is recommended that the Institute's Principal and Chairperson of Council approves this policy for implementation with effect from 01 May 2017:

Recommended/ Not Recommended

Dr PJ Masika
Principal: FCC
Date: _____

Policy Approved/ Not Approved

Dr F Lategan

FCAFTI/HR/2017/04

Chairperson of Board of Governors: FCC

Date: _____