



**O & M Lesedi PV Plant**

# **Acting Allowance Policy**

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|---------------|-----------------|------------------------------|
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Approvals:

| NAME                        | ROLE                   | DATE |
|-----------------------------|------------------------|------|
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# Table of Contents

|   |   |   |
|---|---|---|
| 1 | PREAMBLE .....  | 1 |
| 2 | OBJECTIVES OF POLICY .....                                    | 1 |
| 3 | SCOPE OF POLICY .....   | 1 |
| 4 | THE PRINCIPLES OF ACTING .....                                | 1 |
| 5 | PAYMENT AND AUTHORIZATION OF AN ACTING ALLOWANCE .....        | 1 |
| 6 | ACTING PERIOD.....  | 2 |
| 7 | GUIDELINES FOR APPOINTING A PERSON IN AN ACTING POSITION..... | 2 |
| 8 | POLICY REVIEW AND REPORTING .....                             | 2 |

## **1 PREAMBLE**

The Company accepts that from time to time an employee may not be available to discharge his/her duties and responsibilities in terms of his/her Employment Agreement.

The Company also 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 take place within a framework, having regard not only for the Labour Relations Act, but also other applicable legislation.

## **2 OBJECTIVES OF POLICY**

The object of this policy is to provide a uniform legal 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 deals with the payment of an acting allowance when applicable.

## **3 SCOPE OF POLICY**

This policy applies to all employees who are appointed in an acting capacity in a post that is at a higher level than the post they normally occupy.

## **4 THE PRINCIPLES OF ACTING**

An employee is deemed to be acting in another post when he/she has been authorized in writing by the General Manager, Project Manager and/or Plant Manager to act in such a more senior post.

Any such more senior post to be acted in, must be an approved post in the Company and must be budgeted for.

An employee who acts in another post is still responsible for his/her original duties, functions and powers. Said employee will then be vested with the delegations and responsibilities of the more senior post.

No staff member shall be authorized to act in a higher specialist post without the requisite skill and experience.

## **5 PAYMENT AND AUTHORIZATION OF AN ACTING ALLOWANCE**

The General Manager and/or Project Manager must authorise the payment, subject to budgetary provision, of an acting allowance to a person acting in the more senior post. The acting allowance is only payable when an employee acts in another post for a minimum of five0 consecutive working days.

The acting allowance payable will be calculated as 50% (Fifty Percent) of the difference between the basic salary component of the incumbent of the vacant post and the basic salary component of the incumbent who will assume the post subject to individual being able to perform all the functions and responsibilities of said post.

The period of acting shall not unreasonably be stopped or interrupted resulting in non-payment of an acting allowance.

No overtime will be applicable or payable to an employee acting in a higher post.

Payment of an acting allowance is subject to the following:

- a) The higher post must be a vacant post and budgeted for (funded) or a filled post where the current incumbent will be absent from work for more than a week.
- b) No acting allowance shall be paid for periods less than 5 working days, inclusive of public holidays which fall on a normal working day.

- c) The acting incumbent shall be appointed in writing by the General Manager, Project Manager and/or Plant Manager to the acting position prior to the commencement of the acting period.
- d) The key performance areas, for which the acting incumbent will be responsible, shall be clearly defined in writing.
- e) The latter requires that a job description exists for the current incumbent's post in which acting is proposed to take place.
- f) The acting incumbent shall sign a suitable undertaking committing to and assuming all the responsibilities normally associated with the post.
- g) The payment of such acting allowances shall be subject to prior authorization by the Human Resource Manager and Financial Manager.
- h) The payment of such acting allowance shall further be subject to the proviso that the preferred employee meets the minimum criteria for the position.

## **6 ACTING PERIOD**

Any acting period will be limited to not exceed three (3) consecutive working months.

In very special cases where a need arises to extent acting beyond the periods prescribed by this policy, it must be made a specific condition of such further acting period, that no expectation is created or that eligibility exists for placement.

## **7 GUIDELINES FOR APPOINTING A PERSON IN AN ACTING POSITION**

The following guidelines should be taken into consideration when appointing a person in an acting position:

- a) Consideration should be given as to whether an official, more senior to the post concerned, can absorb all or part of the critical duties and responsibilities associated to the post; and or whether any other persons are interested and have capacity to perform the duties.
- b) The possibility of spreading the workload of the post amongst other employees operating at the same level.
- c) The need for supervision over sub-ordinates.
- d) The need to maintain the daily output associated with the post.

## **8 POLICY REVIEW AND REPORTING**

This policy document shall be reviewed annually, when deemed necessary – especially if there is a change in collective agreements or legislation and submitted as part of the budget approval process.