

# ACTING ALLOWANCE

EEA AND PSA EMPLOYEES

**PRESENTED BY: HESTER HUMAN**

DATE: 28 JULY 2022



DIE VERANDERING IN ONDERWYS  
THE CHANGE IN EDUCATION

## **ACTING ALLOWANCE:**

Means an allowance paid to an employee who temporarily performs the functions and responsibilities of a higher post when the post is vacant or the usual incumbent is on leave or taking up official duties elsewhere in a temporary capacity.

### **Legislation:**

#### **EEA Employees**

- ELRC Collective Agreement 8 of 2001
- ELRC Collective Agreement 8 of 2002
- PAM, Chapter C.4.1

#### **PSA Employees**

- Regulation 63 of the public service regulations, 2016
- GPSSBC Resolution 1 of 2002

# ACTING ALLOWANCE

## EEA EMPLOYEES

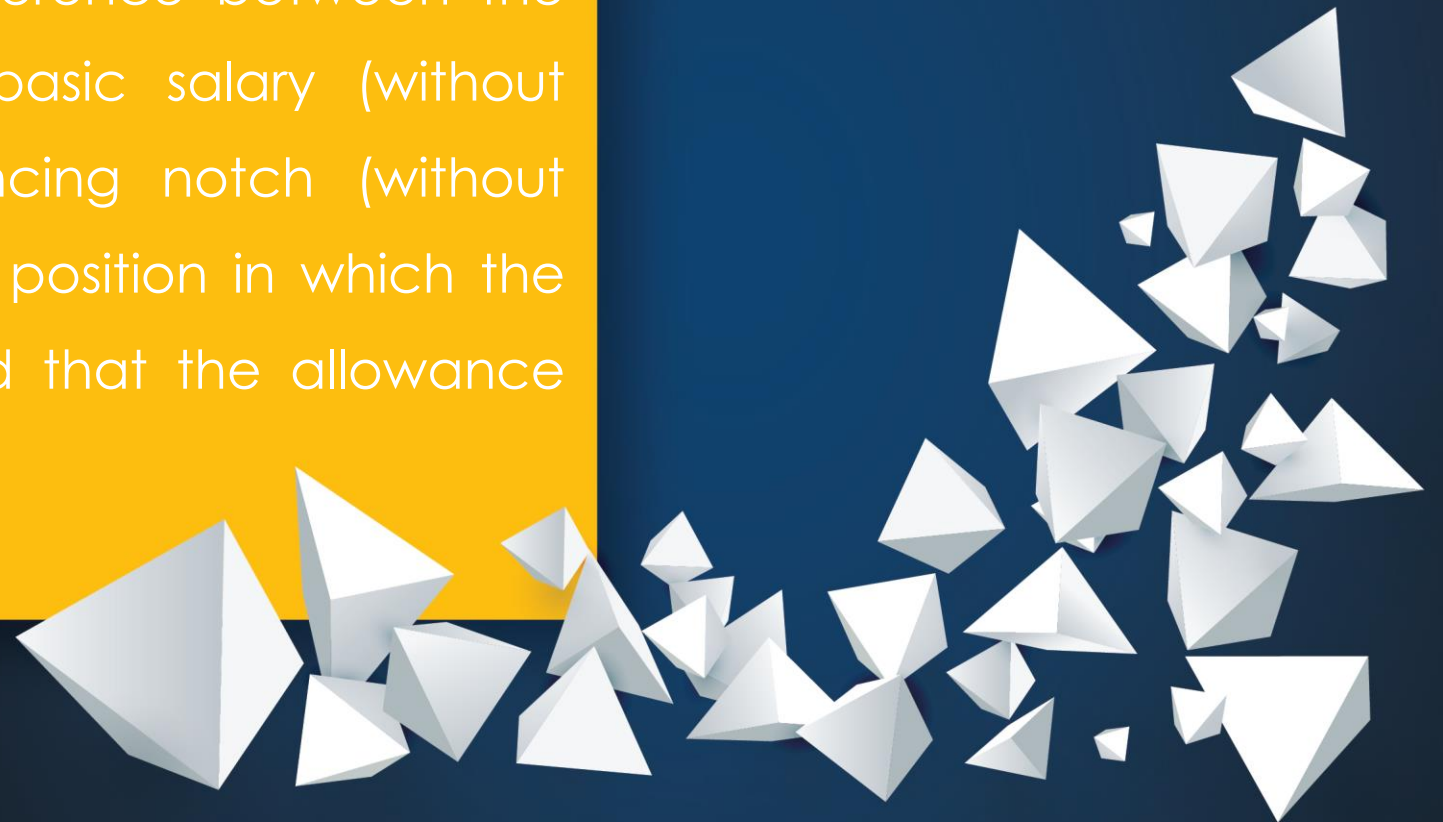
- ✓ Educators employed on PL 6 and those on SMS do not qualify.
- ✓ A recognised 3 or 4 year qualification, which includes professional teacher education & Registration with SACE .
- ✓ Must be appointed in writing by the employer.
- ✓ May only be appointed to act in a post that is one post level higher than his/her current position.



# ACTING ALLOWANCE

## EEA EMPLOYEES

- ✓ In extraordinary circumstances, the employer may deviate from the above.
- ✓ The acting allowance = difference between the acting educator's current basic salary (without benefits) and the commencing notch (without benefits) that applies to the position in which the educator is acting, provided that the allowance equals at least 6%.





# ACTING ALLOWANCE

## EEA EMPLOYEES

- ✓ Where the acting educator's current basic salary (without benefits) equals or exceeds the commencing notch of the higher post (without benefits) that applies to the position in which the person is acting, the acting allowance will be at least 6 %.
- ✓ An educator who has been appointed to act in a certain post will be subject to all the responsibilities appropriate to the post for the period during which he/she is appointed.



## EEA EMPLOYEES

### EEA: TWO TYPES OF ACTING



```
graph TD; A[EEA: TWO TYPES OF ACTING] --> B[Acting allowance for an educator acting in a higher vacant and funded post]; A --> C[Acting allowance for an educator acting in a higher post where the permanent incumbent is absent];
```

Acting allowance for an educator acting in a higher vacant and funded post

Acting allowance for an educator acting in a higher post where the permanent incumbent is absent

UNIVERSITY

## EEA EMPLOYEES:

### Acting allowance for an educator acting in a [higher vacant and funded post](#)

- ✓ An acting allowance may only be paid if the educator is appointed to act for a period longer than six weeks, but limited to a maximum of twelve months.
- ✓ Compensation shall be backdated to the date on which the educator commenced acting

## EEA EMPLOYEES

**Acting allowance for an educator acting in a higher post where the permanent incumbent is absent**

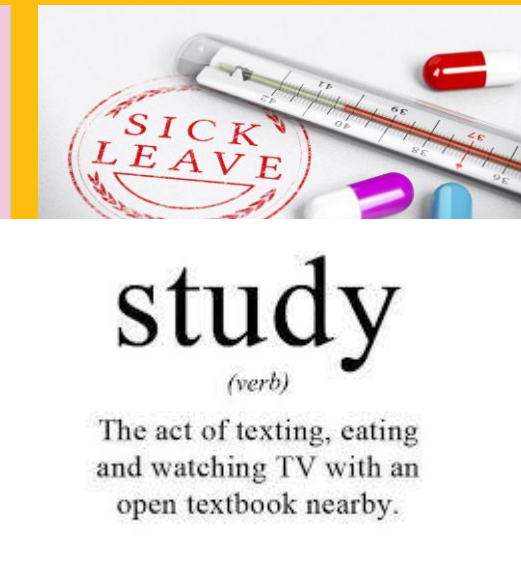
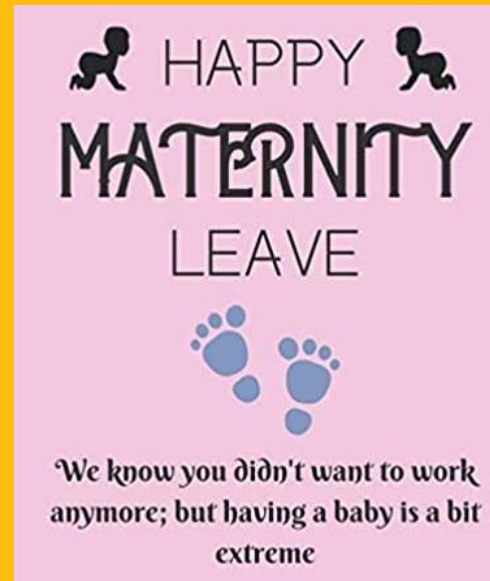
- ✓ An acting allowance will only be paid to an educator who acts for a period longer than 12 weeks, but limited to a maximum of twelve months.
- ✓ Compensation will be backdated to the date on which the educator commenced acting provided that the acting is twelve (12) consecutive weeks or longer.



## EEA EMPLOYEES: PERMANENT INCUMBENT IS ABSENT

The acting allowance will be paid only to an educator who acts in such a post where the permanent incumbent is absent due to the following:

- ✓ Maternity leave
- ✓ Sick leave
- ✓ Study leave
- ✓ Suspension
- ✓ Secondment



UNOAS

# PSA EMPLOYEES

## PUBLIC SeRVANTS



NURSE



FiRe FiGHTeR



TEACHeR



ARTiST



WRiTER



MuSiCiAN

- ✓ An employee appointed in writing to act in a higher post, by a person who is duly authorised, shall be paid an acting allowance provided that:
  - A. the post is vacant and funded; and
  - B. the period of appointment is uninterrupted and longer than six weeks.
- ✓ The employee must accept the acting appointment in writing.
- ✓ The acting allowance will be calculated on the basis of the difference between the current salary notch of the employee and the commencing notch of the higher post.

# PSA EMPLOYEES

## PUBLIC SeRVANTS



NURSE



FiRe FiGHTeR



TEACHeR



ARTiST



WRiTER



MuSiCiAN

# SAOU

- ✓ An employee not part of the Senior Management Service appointed to act in a post in the Senior Management Service will receive the difference between his/her current salary notch and 60% of the commencing total cost to employer package applicable to the post level.
- ✓ The acting allowance is a non-pensionable allowance.
- ✓ The employer will pay the acting allowance on a monthly basis, provided the first payment takes place in the month following the completion of the six weeks referred to in clause
- ✓ The acting allowance will be backdated to the date that the employee officially began acting.
- ✓ An employee may not act in a higher post for an uninterrupted period exceeding twelve months.



# PSA EMPLOYEES

## PUBLIC SeRVANTS



NURSE



FiRe FiGHTEr



TEACHEr



ARTiST



WRiTER

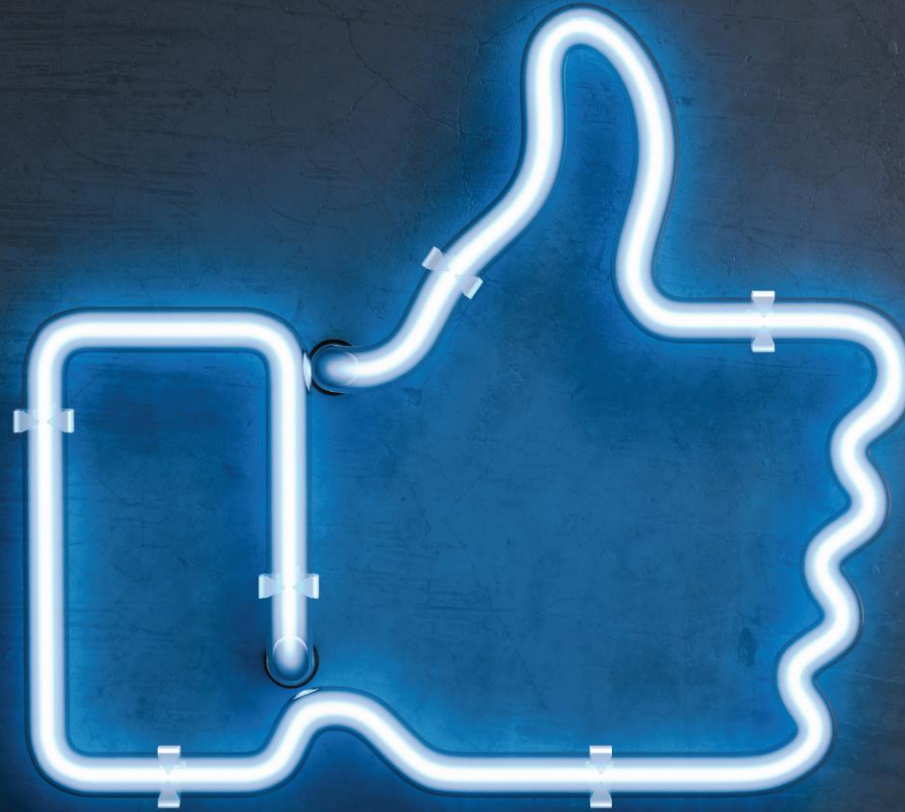


MuSiCiAN

# SAOU

- ✓ An employee may not act in a higher post for an uninterrupted period exceeding twelve months.
- ✓ The fact that an employee has been appointed in an acting capacity does not create a right or legitimate expectation to be appointed when the vacant post is advertised.
- ✓ 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.
- ✓ PMDS: An employee acting in a higher position shall be assessed at the level of his/her post that he/she occupied at the time immediately prior to the acting position. Regardless of whether or not the employee was remunerated for so acting, the performance incentives shall be calculated at the lower level.

# SAOU



012 023 1333



saou@saou.co.za



076 127 1921



SAOU National



saouteachers



SAOU YouTube

