



ADDITIONAL RESPONSIBILITY ALLOWANCE POLICY

DATE
APPROVED: **29 SEPTEMBER 2021**

COUNCIL
RESOLUTION
(DC NO): **E.5**

DATE
REVIEWED
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COUNCIL
RESOLUTION
(DC NO): **DC**

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1. Introduction

- 1.1 This policy will provide guidelines for the recognition and payment of individual staff members who are performing additional work responsibilities to their current and/or primary roles/positions within the Garden Route District Municipality (GRDM) and those employees who are seconded to other sections or departments.
- 1.2 The need for employees to take on additional duties can arise whilst there is a person occupying the position, during a vacancy, during periods of absence, leave or reorganisation or because project work beyond normal requirements of a position has to be undertaken. The purpose of following this policy and procedure is to enable a service to function effectively.
- 1.3 Additional responsibilities allowance should be differentiated from the Acting Policy.
- 1.4 Posts of all Task grades are covered by this policy.

2. Purpose

The purpose of this policy is to:

- 2.1 establish clear guidelines for payment of additional responsibility allowances in the Garden Route District Municipality;
- 2.2 formally and meaningfully recognise and remunerate individual staff members for assuming additional work responsibilities within the Garden Route District Municipality; and
- 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 Garden Route District Municipality.

3. Definitions

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

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- 3.1 **Acting allowance** – as defined in the Collective Agreement.
- 3.2 **Additional responsibility allowance:** an allowance payable to a staff member who assumes additional work responsibilities as approved by the Municipal Manager.
- 3.3 **Additional responsibility** means:
 - 3.3.1 additional work to the current or primary roles and responsibilities performed by a GRDM permanent employee in another Section including within the same department.
 - 3.3.2 The additional responsibility allowance will be paid only if the employee duly appointed assumes such responsibilities for a period of not less than three (3) uninterrupted months. The period of performing the additional responsibilities may not be more than nine (9) months.
 - 3.3.3 Additional responsibilities shall include work undertaken to complete a specific task or a project in another section or department.
 - 3.3.4 Additional responsibility and Secondment/seconded are used interchangeably in this Policy.
- 3.4 **Section:** means a section managed by a Manager who reports directly to a Head of the Department.

4. Guiding principles

- 4.1 Where an employee is required to, in addition to his/her normal duties, also perform the additional duties, such an employee will be paid an additional responsibility allowance for the period approved by the Municipal Manager which will include public holidays and compulsory closing of the office.
- 4.2 The appointed/seconded official must comply with minimum qualifications and/or relevant experience and/or potential to perform in the position to which he/she is going to assume additional responsibilities.
- 4.3 No approval shall be granted to an employee to perform additional responsibilities unless in the opinion of the Executive Manager the employee to be appointed possesses technical abilities and or experience that can bring a positive turnaround in the section/department that is experiencing deficiencies. The recommendation of the Executive Manager must be approved by the Municipal Manager before such an appointment can take effect.

- 4.4 The additional responsibility allowance will be determined at 15% of the basic salary of the employee who assumes additional responsibilities.
- 4.5 No employee will qualify for both additional responsibility allowance and acting allowance at the same time.

5. Impact of sickness, Absence or Ill Health

Where sickness, absence or ill health during such an appointment (performing additional responsibilities) gives rise to operational difficulties, another employee can be appointed to carry out the duties.

6. Amendments to this policy

Amendments to this Policy will take place from time to time subject to the discretion of the Garden Route District Municipality and pursuant to any changes in the law.

7. Acknowledgement of the Policy

THIS DOCUMENT WAS SIGNED ON THE _____ OF _____ 20____.

MUNICIPAL MANAGER

Union Representative (SAMWU)

Union Representative (IMATU)