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Better
Every Day

ACTING POLICY

Montego
—Pet Nutrition—

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1. INTRODUCTION

Assuming additional responsibilities at Montego Pet Nutrition for a limited period is a valuable opportunity for personal and professional growth.

It enables employees to enhance their skills and establish a solid foundation for career advancement. This experience provides an exceptional opportunity to gain valuable on-the-job training and experience, which can contribute to future promotional opportunities.

2. SCOPE

This Policy applies to all Montego Pet Nutrition employees who have agreed to act in vacant positions temporarily. The policy outlines the procedure that must be followed when an employee commits to temporarily taking over another position at a higher level within a similar job focus area within the organisation.

This Policy ensures that the identified position is competently filled by a proficient employee.

3. OBJECTIVES

The *Acting Policy* is designed to ensure that the organisation has a reliable source of skilled, experienced, and motivated employees who can temporarily replace regular employees who are absent or unavailable.

This Policy helps to maintain productivity and continuity in the organisation while also providing opportunities for employees to learn new skills and gain exposure to different roles and functions.

4. DEFINITIONS

TERM	DEFINITION
Acting Allowance	An <i>Acting Allowance</i> is an additional payment made to an employee temporarily assigned to perform the duties and responsibilities of a vacant higher-level position or temporarily unoccupied due to the regular incumbent's absence. The <i>Acting Allowance</i> only applies to employees engaged in manual or technical work within production facilities and warehouses, such as operators, artisans, drivers, cleaners, etc., who do not perform their work on a desktop.
Acting Arrangement	A time-limited, voluntary acting arrangement is necessary due to the absence or resignation of the regular employee holding that position. It typically lasts no longer than twelve (12) weeks within

	a twelve (12) month period, except for maternity leave, where a four (4) month substitute arrangement may be applicable.
Acting position	This means accepting responsibility for all duties of the vacant position.
Regular Incumbent	An individual who has been hired as a permanent employee for an approved position and is responsible for performing the duties assigned to that position.
Vacant Position	A position that is vacant due to the regular incumbent being absent for a short period or the position becoming vacant due to the termination of the regular incumbent's employment.
Acting Policy	Refers to the policy that defines the process and criteria for assigning a temporary replacement for a position vacated for a short period due to the absence or unavailability of the employee in that position.

5. ACTING ARRANGEMENTS

An acting arrangement is a voluntary and time-limited opportunity that allows an employee to temporarily perform the functions of a higher-level position within the same or similar job focus area.

This arrangement is designed to provide employees with the experience of working in different roles within a similar job focus area, which they can utilise in future job applications. Acting in a vacant position gives employees a chance to gain valuable experience, and it is a great way to prepare for future career growth.

6. CASCADING OF ACTING APPOINTMENTS

It is imperative to note that acting arrangements do not create any expectations of permanent employment for the acting employee.

These arrangements are typically made to fulfil temporary or short-term requirements and must not be considered a long-term solution nor create an expectation of permanent appointment. It is crucial to avoid any misunderstandings or confusion between the employer and the acting employee regarding the extent and duration of the arrangement.

An employee can only act in one (1) position at a time.

7. PROCESS & PROCEDURE

Managers are responsible for identifying suitable candidates for acting positions within their department in consultation with their Senior Managers and the Human Resources Department.

Managers will consider the Department's operational and developmental needs and the employees' qualifications, experience, performance, and potential when selecting candidates for acting positions.

Once an employee is identified to act in a vacant position, they must follow specific steps:

- Firstly, the Manager must ensure that the employee agrees and completes the *Acting Agreement (Annexure A)*.
- The employee's skills, abilities and experience will be considered concerning their suitability to temporarily act in the role.
- Once the Manager / Supervisor has assessed the suitability and concluded the *Acting Agreement* with the employee, they will email Human Resources in writing.
- The *Acting Agreement* must include the particulars of the person who has volunteered and is qualified to perform functions of an additional role for a limited period in an acting capacity, the position in which they are to act, why this is necessary, and the acting periods.

8. COMPENSATION FOR ACTING APPOINTMENTS

Employees who have committed to performing the duties of a higher position will be eligible for an *Acting Allowance* of thirty-five rand (R35.00) per day in addition to their basic salary.

- If an employee acts in a higher position, they will receive an additional payment of thirty-five rand (R35.00) for each day worked in that position.
 - For example, if an employee is required to act in a higher position for ten (10) days, they will receive an additional three hundred and fifty rand (R350.00), the total amount of the acting allowance for ten (10) days.
 - The allowance will be calculated and paid monthly on the employees' usual payday.
- An employee who acts in a lower position or equal to their own will not receive an *Acting Allowance*.
- To qualify for the *Acting Allowance*, the employee must assume responsibility for the full range of duties of the vacant position in which they are acting and be able to perform such responsibilities based on their work experience and job focus.
- The employee needs to complete at least one (1) full shift to qualify for the allowance.

9. RECORD KEEPING

All employees in an acting position are expressly required to complete the *Acting Agreement (Annexure A)*.

This form must be signed by all parties and submitted to HR to process the *Acting Position Evaluation Form (Annexure B)* for the employee's performance while acting in a vacant position.

10. QUERIES

Please contact the HR Representative with any questions or queries about this Policy / Procedure.