



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

ACTING POLICY

2026

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Document Number	2
Document Name	Acting Policy
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Related Policies	Training and Development Policy, Recruitment & Selection Policy, Leave Management Policy, Performance Management and Development System.

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SIGN OFF

(i) Head of Department

I, Mr. V. Mlokothe, in my capacity as Head of Department, recommend this Acting Policy for approval.

I am satisfied and concur with the contents of this Policy.

The development of the policy on Acting will ensure that the department is able exercise its powers in compliance with the law and guide decision-making in the department.

Signed	
Designation	Head of Department
Date	13/09/2026

(ii) Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We have envisaged a department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Policy will contribute to the effective Acting in the department.

Signed	
Designation	MEC: Z.A. Williams of Cooperative Governance and Traditional Affairs
Date	29-09-2026

1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs commits itself in ensuring that all employees who act in higher positions are acknowledged through the developed Acting Policy as a guiding document.

2. PURPOSE OF POLICY

- 2.1 To provide guidance on the acting of staff.
- 2.2 To promote best practices in giving effect to acting in higher vacant posts in the department.
- 2.3 To assist the department in implementing the acting policy effectively and with fairness.

3. DEFINITIONS

Terms and definitions that will be used throughout the policy that need clarification for the reader, this can also include any keywords; include also technical terms, abbreviations that may be used in this document.

Terminology and Acronyms	Definitions (with examples if required)
Acting Allowance	An amount of money paid when an official is appointed to act in a senior vacant funded post
Acting Appointment	Acting appointment - A temporary appointment, normally not exceeding a period of twelve (12) months, in a higher graded post on the staff establishment, which appointment is necessitated by the temporary absence, resignation of the regular incumbent of that position, or the non-filling of a vacancy.
Employee	Any person, excluding an independent contractor who works for another person or for the State and who receives or is entitled to receive any remuneration; or any other person who in any manner assists in carrying on or conducting the business of an employer.
Higher posts	Supervisory/ managerial posts
Initial notch	A salary scale where an employee starts to be paid
Personal notch	A scale which is above the employee's bracket

Salary notch	An increment on a salary scale
Vacant Position	Without the incumbent unoccupied, no one is performing the tasks and duties assigned to that post

3.2 ACRONYMS

3.2.1 PSCBC - Public Service Co-ordinating Bargaining Council

4. APPLICATION AND SCOPE

This policy is applicable to employees of the Department of Cooperative Governance and Traditional Affairs appointed in terms of the Public Service Act 104 of 1994.

5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution for the RSA, Act 108 of 1996;
- 5.2 Public Service Act, 103 of 1994;
- 5.3 Public Service Regulations 2016, as amended;
- 5.4 DPSA Senior Management Services (SMS) Handbook, 2003;
- 5.5 Labour Relations Act 66 of 1995, as amended;
- 5.6 DPSA letter 1/7/1/4/1 dated 24 January 2003;
- 5.7 Public Finance Management Act 1 of 1999;
- 5.8 Employment Equity Act 55 of 1998, as amended;
- 5.9 DPSA Job ACCESS Strategic Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service 2006;
- 5.10 Strategic Framework for Gender Equality within the Public Service (DPSA, 2006)
- 5.11 National Youth Policy (2020-2030), 2020;
- 5.12 Protection of Personal Information Act 4 of 2013(POPIA).
- 5.13 2024 updated SMS Handbook.

6. CONSULTATION PROCESS WITH STAKEHOLDERS

A number of affected stakeholders including employees at all levels have been consulted throughout the review process and their inputs and comments have been obtained and incorporated

into this Policy. Legal Services have been consulted for legal advice and ensured that the policy is in the correct format and language as well as to validate the legal soundness of the Policy. Management of the Department have been consulted for inputs, buy-in and adoption.

7. POLICY PRINCIPLES

This policy is guided by the following main principles:

- 7.1 Consistency
- 7.2 Fairness
- 7.3 Reasonable
- 7.4 Transparency
- 7.5 Value System
- 7.6 Accountability

8. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs is committed to take steps to promote fair labour practices for all its employees in implementing the acting policy.

9. ROLES AND RESPONSIBILITIES

9.1 Line Managers

Line managers are responsible for making sure that acting in higher vacant posts is managed fairly and procedurally.

9.2 Human Resource Administration

Human Resource Provisioning will be responsible for the facilitation of the acting processes.

9.3 Financial Accounting Services

Salaries section will be responsible for processing the acting allowance.

10. REQUIREMENTS FOR ACTING

10.1 ACTING IN A VACANT FUNDED POST

- 10.1.1 Acting will only be approved when the appointee is the next level supervisor (e.g. for director the acting official should be the deputy director not assistant director).
- 10.1.2 An immediate supervisor of the vacant post nominates an employee to act on that vacant post in writing.
- 10.1.3 An employee directed to perform other functions in terms of section 32(1) of the Act shall perform the functions so directed for a period not exceeding 12 consecutive calendar months.
- 10.1.4 An employee directed to act in another post in terms of section 32(2) should have the necessary competency for the post to which he or she is appointed to act.
- 10.1.5 An employee identified to act in a higher post must meet the requirements of the post in terms of educational qualification and prescribed working experience.
- 10.1.6 The acting period must be uninterrupted and longer than six (6) weeks before the payment of an acting allowance.
- 10.1.7 An employee shall not act in a higher vacant post for an uninterrupted period exceeding 12 months unless prior approval is obtained from the relevant Executing Authority for re-appointment
- 10.1.8 It is encouraged that the post should be filled within Eight (8) months to avoid prolonged acting period.
- 10.1.9 If the acting period exceeds six months, rotation is encouraged where practically possible.
- 10.1.10 The period and other conditions of and compensation for so acting or such acting shall be subject to any applicable determination made in terms of section 3(5) of the Act, including any applicable deemed determination in terms of section 5(6) of the Act.
- 10.1.11 Personal information collected or processed for purposes of an acting appointment shall be processed in accordance with the POPIA and the Department's records management prescripts.

- 10.1.12 An employee identified to act in a vacant funded post shall only commence with the assumption of duty when there is a memorandum and appointment letter both approved/signed by the Executive Authority. No acting allowance can be implemented without the approved memorandum and signed acting appointment letter.
- 10.1.13 All correspondence requesting approval for acting appointments shall be addressed to the Chief Director: Human Resource Management and Development or delegated official, who shall prepare necessary correspondence for submission to and approval by the Executive Authority.

10.2 ACTING IN A POST THAT IS NOT VACANT

In terms of Section 32 of the Public Service Act, read with Regulation 63 of the Public Service Regulations, 2016, The Ministerial Determination does not permit the payment of acting allowance for an employee who acts in a post that is not vacant.

11. CARETAKING

Caretaking applies when an employee is required to act in a vacant post at the same level of the post to which the incumbent occupies in the department and shall be approved by the Executive Authority. No acting allowance is payable to the employee for caretaking in a vacant post at the same level.

12. CALCULATION OF ACTING ALLOWANCE

- 12.1 The acting allowance is calculated on the basis of the difference between the current notch of the employee (MMS) and the commencing salary notch of the higher post (SMS).
- 12.2 An employee appointed in writing to act in a higher vacant and funded post shall be paid an acting allowance calculated in accordance with the applicable Ministerial determination, collective agreement and DPSA acting allowance policy i.e. If a Personal Assistant to act as an Office Manager will receive the difference between his/her current

salary notch and the commencing salary notch applicable to the post level of the Office Manager.

12.3 The maximum combined acting allowance payable to the appointed employee is the difference between the salary notch of the lowest graded member and the commencing salary notch of the higher graded vacant post.

12.4 An employee's performance assessment shall be done at the post he/she is appointed at not on post he/she is acting on.

13. REPORTING

Line managers must inform the Directorate: Human Resource Administration when they intend to appoint an employee in an acting capacity to ensure that proper procedures are consistently applied.

14. MONITORING AND EVALUATION

The Human Resource Management Directorate will monitor the implementation of this policy and will submit a quarterly report to the Chief Director: Human Resource Management and Development for submission to the Head of the Department.

15. COMMUNICATION / EDUCATION OF THE ACTING POLICY

The Acting Policy will be communicated by means of workshops, virtual workshops and circulars to all employees of the Department.

16. APPROVAL OF THE POLICY

The policy will be approved by the Member of the Executive Council on the recommendation of the Head of Department as per the updated Departmental Delegations and the policy will become official on the date it is signed by the Executing Authority (i.e. the MEC for Cooperative Governance and Traditional Affairs).

17. DISPUTE RESOLUTION MECHANISM

An employee who has a grievance or dispute within the Department concerning unfair application of procedures as defined in this policy, shall have normal recourse to the applicable resolutions as well as any other right they have by law.

18. REVIEW OF THE POLICY

The policy will be reviewed once in five years and in line with future legislative and collective agreements promulgations. The development of this policy is a dynamic process and it may require revision from time to time.

19. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
2010	2010-03-19	Sicelo H. Gqobana	
2017	2017-05-10	F.D Xasa (MEC)	PREAMBLE The Department of Cooperative Governance and Traditional Affairs commits itself in ensuring that all employees who act in higher positions are acknowledged through the developed Acting Policy as a guiding document.

			PURPOSE OF THE POLICY 2.1 To provide guidance on the acting of staff; 2.2 To promote best practices in giving effect to acting in higher vacant posts in the Department; 2.3 To assist the Department in implementing the acting policy effectively and with fairness. 9. REQUIREMENTS FOR ACTING 10. ACTING IN A VACANT FUNDED POST 10.1.1 An immediate supervisor of the vacant post nominates an employee to act on that vacant post in writing. 10.1.2 An employee directed to perform other functions in terms of section 32(1) of the Act shall perform the functions so directed for a period not exceeding 12 consecutive calendar months. 10.1.3 An employee directed to act in another post in terms of section 32(2) should have the necessary competency for the post to which he or she is appointed to act.
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			10.1.4 An employee identified to act in a higher post must meet the requirements of the post in terms of educational qualification and prescribed working experience. 10.1.5 The acting period must be uninterrupted and longer than six (6) weeks before the payment of an acting allowance 10.1.6 An employee shall not act in a higher vacant post for an uninterrupted period exceeding 12 months unless prior approval is obtained from the relevant Executing Authority for re-appointment 10.1.7 It is encouraged that the post should be filled within six months to avoid prolonged acting period. 10.1.8 If the acting period exceeds six months, rotation is encouraged where practically possible. 10.1.9 The period and other conditions of, and compensation for, so acting shall be subject to any applicable determination made in terms of section 3(5) of the Act, including any applicable deemed determination in terms of section 5(6) of the Act. CALCULATION OF ACTING ALLOWANCE
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			10.2 The acting allowance is calculated on the basis of the difference between the current notch of the employee (MMS) and the commencing salary notch of the higher post (SMS). 10.3 An Assistant Director appointed to act in a post of a Deputy Director will receive the difference between his/her current salary notch and the basic salary of the commencing salary notch applicable to the post level (As per DPSA Circular E1/6/4/1). 10.4 A Personal Assistant to act as an Office Manager will receive the difference between his/her current salary notch and the commencing salary notch applicable to the post level. 10.5 The maximum (combined) acting allowance to be paid to the two employees is the difference between the salary notch of the lowest graded member and the commencing salary notch of the higher graded vacant post. (This means that the expenditure may not exceed the expenditure if only the lowest graded employee would have been appointed to act in higher graded vacant post
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			10.6 The employees' individual acting allowances are to be determined proportional to the above-determined ratio. (This means that if the split in responsibilities between the employee is 30/70 % and the other employee will qualify for 30% and the other employee 70% of the maximum (combined) acting allowance); 10.7 If the payment of the acting allowance after the 1st day or terminates before the last day of the month, the daily tariff is calculated by dividing the annual amount by 12 (number of months) and then by the number of days for the specific month. 10.8 An employee acting in a higher position shall be assessed at the level of his or her post that he or she occupied at the time immediately prior to the acting position.
2026		Z.A. Williams	ACTING IN A POST THAT IS NOT VACANT In terms of Section 32 of the Public Service Act, read with Regulation 63 of the Public Service Regulations, 2016, The Ministerial Determination does not permit the payment of acting allowance for an employee who acts in a post that is not vacant. ACTING IN A VACANT FUNDED

			POST An employee identified to act in a vacant funded post shall only commence with the assumption of duty when there is a memorandum and appointment letter both approved/signed by the Executive Authority. No acting allowance can be implemented without the approved memorandum and signed acting appointment letter. All correspondence requesting approval for acting appointments shall be addressed to the Chief Director: Human Resource Management and Development or delegated official, who shall prepare necessary correspondence for submission to and approval by the Executive Authority. CARETAKING Caretaking applies when an employee is required to act in a vacant post at the same level of the post to which the incumbent occupies in the department, and shall be approved by the Executive Authority. No acting allowance is payable to the employee for caretaking in a vacant post at the same level.
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