



UNIVERSITY OF WESTERN CAPE (UWC)

ACTING ALLOWANCE FOR MEMBERS OF THE MANAGEMENT
COMMITTEE OF THE UNIVERSITY OF THE WESTERN CAPE

DATE OF LAST APPROVAL: C2001/7

[RCES Annex 2001/SI(a)]



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WESTERN CAPE.

**ACTING ALLOWANCE FOR MEMBERS OF THE MANAGEMENT COMMITTEE
OF THE UNIVERSITY OF THE WESTERN CAPE**

POLICY:

To make provisions for the payment of an allowance where a staff member is required to act as an executive director, vice-rector, registrar or Rector of the University.

Employees may from time to time be directed to temporarily perform duties normally undertaken by an employee in a more senior position. The University of the Western Cape recognises that employees required to perform such higher duties should receive financial compensation by way of an acting allowance

An acting allowance may be paid as a result of:

- The absence of a staff member on leave or secondment
- A delay in the commencement of a new appointee after the resignation of a staff member
- The extended absence of a staff member due to illness

ELIGIBILITY:

In the case of the position of an executive director, a vice rector or the registrar, the Rector and Vice-Chancellor will make an appropriate recommendation of staff member who could most effectively perform the duties and the Council will be responsible for the approval of this position.

The Council will be responsible for appointing a staff member into the position of Rector and Vice-Chancellor in an acting capacity as and when required to do so.

CONDITIONS:

Where an employee is appointed in writing by the employer to perform for a period of more than 4 weeks the duties of an employee in a higher position, such employee shall be paid for the whole of that time at the minimum rate prescribed for such higher position, provided that this salary is greater than the relieving employee's salary.

In order to qualify for an acting allowance the staff member is required to assume responsibility for the full range of duties of the senior member of staff in whose place he or she is to act.

Period payable:

Acting allowances are usually paid for a period not exceeding 12 months. In the case of payment of an acting allowance for a period greater than 12 months, the circumstances should be reviewed by the Council to assess the staff member's performance and whether continued filling of the position on a temporary basis is justified.

Amount payable:

The acting allowance will be the difference between the minimum point on the basic salary range for the senior level position and the incumbent's salary, with a minimum of 10% of the incumbent's current basic salary.

This will move to a total cost of employment when all members of the Management Committee have been moved to this basis of employment.

The allowance is non-pensionable.

Interim arrangement:

Currently no salary ranges exist for the executive positions. It is therefore proposed that the acting allowance is reviewed on a case-by-case basis, using the principles of the policy and based on the following guidelines:

In general, salary ranges vary from 20% below to 20% above the midpoint salary. This is generally the case for lower grades in UWC.

A common practice educational and similar institutions are that acting allowances are usually paid at the lowest notch of the grade that the position is categorised in (approximately 20% below the midpoint).

On this basis, it is proposed that a midpoint salary is determined for the relevant position, and the acting allowance is paid in line with the amount that is 20% less the midpoint. The acting allowance will be the difference between this amount and the incumbent's current salary (provided that it is not less than 10% of the incumbent's current salary).

The midpoint should take into consideration the previous incumbent's salary and prevailing median salaries in similar other institutions, if available.

Approved by Council at its meeting of 4 October 2001 (item 10.2 C2001/7)

PROPOSAL FOR ACTING ALLOWANCE: PROFESSOR IKEY VAN DE RHEEDE
ACTING POSITION: VICE CHANCELLOR/RECTOR

There are no salary scales for the executive positions available and therefore the following approach has been taken to determine a proposed acting allowance for Professor Ikey van de Rheede:

Survey of South African Universities' Vice Chancellor Salaries (1999 figures inflated by 8% for 2000 and 2001):

Basic Median Salary: R42 800

The previous incumbent's basic salary was: R41 874.

This is very close to the survey's median salary and hence it is proposed to use the median salary as an appropriate benchmark.

The acting allowance is based on the minimum acceptable point for this position (equivalent to the lowest notch), which is 20% less the median position:

20% less: R34 240

Professor van de Rheede's current basic salary is: R27 867

Difference: R 6 373

This difference exceeds 10% of the incumbent's current basic salary.

It is proposed that an acting allowance of R 6 373 per month is paid to Professor Ikey van de Rheede for the period he has been fulfilling the acting position.

Approved | C2001/7