

ACTING MANAGEMENT APPOINTMENTS

Section	Human Resources		
Approval Date	29.09.2008	Approved by	Directorate
Next Review	28.10.2018	Responsibility	Manager, People and Organisation Development
Last Reviewed	28.10.2016	Key Evaluation Question	6

PURPOSE

To provide continuity of management functions while managers are absent.

DEFINITION

Manager: A Directorate member or Institute Leadership Team member who has team members reporting directly to them.

PROCESS

APPOINTMENTS FOR GREATER THAN TWO WEEKS

1. An acting manager should be appointed when the manager will be on leave for periods greater than two weeks.
2. The departing manager should recommend an acting manager appointment to their manager prior to taking leave.
3. In the case of an unforeseen absence (e.g. due to sickness or accident), the appointment will be made by the manager at one level higher than the manager absent.
4. An acting manager may be paid a Higher Duties Allowance to compensate for the extra responsibilities.
5. An acting manager has full authority and will represent their Programme Area / Business Support Team at meetings.
6. It is the Chief Executive's prerogative to appoint acting Directors, who, once appointed, will have full authority to represent the absent Director at Directorate meetings.

APPOINTMENTS FOR TWO WEEKS OR LESS

1. A manager on leave for up to two weeks should designate a Programme Area / Business Support Team contact person for the duration of their absence.
2. A Higher Duties Allowance will not be paid for periods less than two weeks.
3. The contact person will represent the Programme Area / Business Support Team as required.
4. The contact person does not hold the finance or People and Organisation Development (POD) delegations of the manager, unless prior written delegation is provided to these departments by the manager.

5. The contact person is the receptor of inward communication to the manager and the dispatch of outward communication from the manager to the Directorate or the public.

REFERENCES

INTERNAL

Directorate Terms of Reference
NMIT Organisation Chart
Academic Board Terms of Reference
Delegations to the Chief Executive
Academic Collective Employment Agreement – TEU
Allied Collective Employment Agreement – TIASA