

ACTING MANAGEMENT APPOINTMENTS

Section	Human Resources		
Approval Date	29.09.08	Approved by	Directorate
Next Review	As required	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

To provide continuity of management functions whilst managers are absent.

DEFINITION

Manager: A Directorate member, Head of School, Team Leader or Manager who has reporting staff.

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 will be paid a Higher Duties Allowance to compensate for the extra responsibilities.
5. An acting manager has full authority and will represent their School/Team at meetings.
6. It is the CE's prerogative to appoint acting Directorate members, who once appointed will have full authority to represent the manager at Directorate meetings.

Appointments for two weeks or less:

1. A manager on leave for up to two weeks should designate a School/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 School/Team as required.
4. The contact person does not hold the finance or Human Resources (HR) 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
Academic Board Terms of Reference
Delegations to the Chief Executive