

OAG Responsibility Allowance Policy

POL 27/2018

Relevant Legislation/ Reference Document	Section 152 of the Constitution
Commencement Date	24 May 2018
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1. Introduction

The purpose of this policy is to provide a guideline on determining the responsibility for undertaking additional responsibility in addition to your current task.

2. Definitions and Acronyms

Define terms used in the policy and explain any acronyms, for example:

Policy Maker	Auditor General
Management	Approval of Executive Management Committee

3. Supporting Documents/References

Constitution of the Republic of Fiji

4. Supporting Procedures and Guidelines

The guidelines to the policy are attached as Annexure I to this policy. This information will provide the background to the development of the policy should Officers need clarification.

RESPONSIBILITIES	
Implementation	The Supervisors and Directors are responsible for implementing the policy.
Compliance	The applicant is responsible for complying with the policy.
Monitoring and Evaluation	Corporate Services is responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy.
Interpretation and Advice	The Deputy Auditor General is responsible for interpreting and advising on the policy.

Annexure I

1.0 Definition

1.1 Additional responsibility allowances are paid when a person takes on additional duties or responsibilities of a higher graded role for a limited period of time. It is important that this policy is transparent and applied consistently and fairly.

An individual would receive an additional responsibility allowance if they are asked to:

- undertake **part** of the duties and responsibilities of a higher graded role for a continuous period which would normally be for a minimum of two weeks and a maximum of three months, or
- if there is a temporary need for specific business purposes for an individual to complete a specific piece of work

1.2 Examples when an additional responsibility allowance may be appropriate include:

- Taking on **part** of a higher graded job, i.e. less than 100% of the duties and responsibilities, to cover sickness absence, maternity leave, annual leave, career break or other extended periods of leave.
- Taking on **part** of the higher graded job to cover of a vacant post until it is filled on a permanent basis
- Completion of temporary projects/ assignments

1.3 Payment for additional responsibilities should not always be regarded as a first option. Consideration should be given to ways in which the work might be re-organised on a temporary basis (up to a maximum of 2 weeks), so that the essential duties and responsibilities of the role are covered.

1.4 Posts may remain vacant or not be covered where the office decides this is appropriate.

2.0 Rationale

The reason for adopting these guidelines is to attract, recruit, and retain, high -quality staff. Responsibility Allowances are regarded as career development opportunities that provide and additional means of career advancement. They allow the organization to make full use of the skills and experience of staff and a solution to time limited skills gaps

3.0 Benefits

The term responsibility allowance is used to reflect the reward of temporary significant increases in responsibilities of an individual, for example to cover a period of absence, for the mutual benefit of all parties. They will normally maintain certain aspects of their substantive role and not move fully into an entirely different role.

- Responsibility Allowances are recognized as a valuable way of creating a more flexible organization.
- Opportunity to develop their skills and knowledge enhancing their career development opportunities, whilst at the same time maintains the security of permanent employment.

- Enhance organizational flexibility and offer a way to 'plug' short and longer-term skills gaps.

4.0 Duration of additional responsibility allowances

- a minimum of two weeks and a maximum of three months

5.0 Additional responsibility beyond 3 months

A month before the period of additional responsibility is due to finish a review should take place between the role holder and line Supervisor and recommendation submitted to management for further consideration.

If it is anticipated that the requirement for additional responsibility will continue beyond the initial 3 month period, the line Supervisor with guidance from the designated Director and Deputy Auditor General should make a recommendation to the Auditor General whether these responsibilities are now a permanent requirement of the role. If this is the case, the role should be considered for re-grading.

6.0 Principles of Selection

Where this sort of responsibility allowance position has been identified the line Supervisor should send a management case explaining the situation to Auditor General through respective Directors. This should detail how the situation has arisen, the duties to be involved in the role by way of an evidence based on job description how the person to cover the role was decided upon and any comments on any special pay arrangements to be considered.

- 6.1 The selection process must be systematic and objective.
- 6.2 To ensure equity and fairness consideration should be given initially to suitable staff within the Service area. Should suitable individuals not be identified then consideration should be widened to other service areas.
- 6.3 If more than one person falls within the pool of staff suitable for taking up additional responsibilities, then a formal selection process must be adopted.

7.0 Payment

Additional responsibility allowance (based on fixed amount for each reporting grade)

The size of the allowance will be determined by the following:

- The Substantive post of the officer and the additional responsibilities of the higher position.
- The difference in grade between the substantive post holder and the position he/she will be reporting to while performing the extra responsibilities/ duties.
- The duration, he/ she performing the responsibilities of higher position.

- a. Fixed Amount responsibility allowance Calculation. (Technical Staff)

Table I

POSITION	REPORTING TO	AMOUNT (P.A)
Audit Manager	Auditor General	\$7000.00
Senior Auditor	Directors	\$5000.00
Auditors/ Graduate Auditors	Audit Manager	\$3000.00

- b. Fixed Amount responsibility allowance Calculation (Corporate Staff)

- Administrative Assistant and Accounts Assistant given additional responsibilities of senior levels and directly reporting to Manager Corporate Service, a responsibility allowance of \$3,000 P.A.
- Senior level officers given additional responsibilities of Manager Corporate Service and directly reporting to Deputy Auditor General, a responsibility allowance of \$5000 P.A
- Drivers given additional responsibilities of Administrative Assistant , a responsibility allowance of \$2,000 P.A

- c. Calculation example (Responsibility Allowance)

A senior Auditor, taken additional responsibility of the Audit Manager and reporting Directly to Director Audit for a duration of 50 days.

$$(\$5000 * 50/364) = \$686.81$$

8.0 Approval

Additional responsibility payments must be approved using the responsibility allowance claim form as per Appendix II and this must be approved in advance of the duties being undertaken.

9.0 End of Responsibility Allowance

It is the responsibility of the line supervisor to ensure that an appropriate and tailored 'exit strategy' at the end of the anticipated period is planned.

It is also the responsibility of the line supervisor to inform his/her superior if the responsibility period is to continued. If no such notification is received the responsibility allowance will automatically end on the anticipated date.

10.0 Responsibility Allowance Extension

An explanatory document, with revised end dates should be sent to Human Resources who will arrange a letter to the individual and appropriate continuation of payment.



OFFICE OF THE AUDITOR GENERAL

RESPONSIBILITY ALLOWANCE CLAIM FORM

Name of Officer: _____ Payroll No: _____

Post Title: _____

Additional responsibilities to be given to the Officer in addition to his/her normal duties and responsibilities *(Please attach a copy of the officer's job description):*

Are these additional responsibilities currently being undertaken within the Department: Yes or No (Please circle) If Yes, who is currently undertaking the duties:

Name of Officer: _____ Post Title: _____

(Please attach a copy of this officer's job description)

Why are these responsibilities being transferred to the officer nominated to receive the Allowance:

Calculation of Responsibility Allowance Payment

- A. Fixed Amount as per Table I: _____
- B. Period (Number of Consecutive Days): _____
- C. Calculation: $A \times (B/364)$: _____

The above gross amount will be subject to statutory deductions.

I recommend that the Officer should receive a gross responsibility allowance of _____, in addition to his/her substantive salary for the period from _____ to _____.
(This period is not to exceed six months)

Director's/ Manager's Name: _____ Signature: _____

Section: _____ Date: _____

I support the Director's/ Manager's recommendations

DEPUTY AUDITOR GENERAL

Name: _____ Signature: _____

Date: _____

TO BE COMPLETED BY AUDITOR-GENERAL

APPROVED: YES or NO (Please circle) Date: _____

Name: _____ Signature: _____

5. Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

6. Who Contact About this Policy

Any queries is directed to Deputy Auditor-General.

7. Approval

This policy becomes effective on the date approved by the Executive Management Committee.

8. Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	24 May 2018
Policy to be reviewed by:	24 May 2019
Manager responsible for policy:	Manager Corporate Services