



# COVERING ASSIGNMENT POLICY

## TABLE OF CONTENTS

1.	DEFINITIONS	[ 3 ]
2.	RULES OF COVERING ASSIGNMENT	[ 3 ]
3.	ELIGIBILITY CRITERIA	[ 4 ]
4.	ALLOWABLE POSITIONS FOR COVERING ASSIGNMENT	[ 4 ]
5.	POSITIONS NOT ALLOWED FOR COVERING ASSIGNMENT	[ 4 ]
6.	APPROVING AUTHORITY	[ 6 ]
7.	COVERING ALLOWANCE	[ 6 ]
8.	CONDITIONS OF PAYMENT OF COVERING ALLOWANCE	[ 8 ]
9.	PROCEDURE OF COVERING ASSIGNMENT	[ 9 ]
A.	FREQUENTLY ASK QUESTIONS (FAQ)	[ 10 ]

## COVERING ASSIGNMENT POLICY

No.	Item	Description
1	Definition	<p>a) <b>Covering Assignment</b> refers to the performing of the duties of another position besides performing his own duties, for a specified period approved by the relevant Approving Authority.</p> <p>b) <b>Span of Control</b> refers to the hierarchy of staff in terms of grade whereby the lower grade is under the direct supervision of the higher grade.</p> <p>c) <b>Personal-to-Holder (PTH)</b> refers to a position created to enable the placement of staff whose substantive grade is higher or lower than the substantive grade of the post.</p> <p>d) <b>Substantive Vacancy</b> refers to a vacant post which does not have any incumbent due to newly approved post through annual budget, promotion, retirement, death, resignation, termination, dismissal, appointment to another scheme of service or transfer.</p> <p>e) <b>Operational Vacancy</b> refers to a temporary vacant position whereby the current incumbent is on leave/ performing official duties outside the office/ attending courses/ secondment/ temporary transfer/ approved for an acting assignment/ suspended from work/absent and untraceable.</p> <p>f) <b>Approving Authority</b> refers to the Rector / Executive Director of Management Services Division / Director in charge of the Human Resource Management, Management Services Division.</p> <p>g) <b>Head of Department/Immediate Supervisor</b> is the person who is directly responsible to oversee the work of his subordinates.</p> <p>h) <b>Staff</b> refers to any person employed under a scheme of service with the University.</p>
2	Rules of Covering Assignment	<p>a) Covering assignment can be carried out:</p> <p style="padding-left: 20px;">i. There is a substantive vacancy or operational vacancy; and</p> <p style="padding-left: 20px;">ii. The duties of the vacant post <b>must be performed</b> continuously to avoid disruptions to organisational functions.</p>

No.	Item	Description
2	Rules of Covering Assignment	<p>b) A <b>directive</b> for the covering assignment shall be made by filling up the ‘Application for Covering Duties’ form.</p> <p>c) The duration of covering assignment must not exceed <b>six (6) months</b>. The Head of Department shall re-apply to the Approving Authority to permit the staff to continue the covering assignment, if needed.</p> <p>d) The effective date of covering assignment must be from the date the staff performs the covering duties and shall <b>commence on a working day</b>. If the covering period ends on a weekend or a public holiday, the period may be included for the purpose of paying the covering allowance.</p> <p>e) In the event the staff ‘s performance is unsatisfactory, the Head of Department may recommend to the Approving Authority to <b>end the covering assignment</b> of the staff and assign another staff to take over, if necessary.</p> <p>f) The Head of Department shall immediately notify the MSD if a staff member is no longer assigned to cover duties.</p> <p>g) If there is a break in the covering assignment for <b>fourteen (14) days or more</b>, the Head of Department shall make a new recommendation to the Approving Authority for the staff to continue the covering assignment or assign another staff to take over the covering assignment.</p>
3	Eligibility Criteria	<p>a) Staff recommended for covering assignment must fulfil the following:</p> <p>i) Confirmed in service; or</p> <p>ii) Served for at least one (1) year may be recommended.</p> <p>b) Priority for the covering assignment shall be given to the most qualified staff in terms of experience, qualification, skills, knowledge and good performance.</p>

No.	Item	Description
4	Positions allowed for covering assignment	<p>a) The position is created through <b>Emolument Budget</b> or <b>Permanent Warrant</b>.</p> <p>b) The contract position is created using KCDIOM’s Trust Fund. In this case, the covering allowance also should be sourced from the same Trust Fund.</p> <p>c) The position must <b>not be two (2) grades higher</b> and the responsibilities should not be beyond the abilities of the substantive grade of the covering staff. A staff of a higher grade may be recommended to cover a post of a <b>lower grade</b>, provided that there is <b>no span of control</b> between the covered post and the staff. The Head of Department shall, when considering the covering of duties, take into account the “<b>reasonableness</b>” and “<b>the burden of responsibilities</b>” of the covered post.</p> <p>d) The position must be in the same organisational structure and location. Nevertheless, in certain circumstances, if the organisation is at a different location but within a <b>25km radius</b>, special endorsement by the Head of Department is required to support the recommendation for the necessity and the effectiveness of performance of the duties by a covering staff.</p> <p>e) For position that requires special skills, specialist qualifications, licence, credentials, specific skills certificates etc. as determined in the relevant schemes of service or relevant laws, the assigned staff must fulfil the said requirements. (e.g. Technician (Electrical) Grade J19 could be covered by a staff from the same scheme of service or other scheme of service subject to him having the recognised electrical skills certificate).</p>
5	Positions not allowed for covering assignment	<p>a) The position has no specific duty list e.g. that been assigned by group that do not have a specific tasks.</p> <p>b) The position that requires the performance of duty based on shift such as Nurses and Security Guard.</p> <p>c) The position whereby the nature of duties does not allow or is not practical to be carried through covering assignment such as Driver, Teacher or Lecturer.</p>

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6	Approving Authority	<p>a) The Approving Authority are as follows:-</p> <table border="1" data-bbox="528 315 1385 958"> <thead> <tr> <th data-bbox="528 315 812 389">Category of staff</th> <th data-bbox="812 315 1098 389">Recommendation</th> <th data-bbox="1098 315 1385 389">Approving authority</th> </tr> </thead> <tbody> <tr> <td data-bbox="528 389 812 463">Top Management</td> <td data-bbox="812 389 1098 463">-</td> <td data-bbox="1098 389 1385 463">Rector of IIUM</td> </tr> <tr> <td data-bbox="528 463 812 882">Professional and Management Group</td> <td data-bbox="812 463 1098 882">Head of Department</td> <td data-bbox="1098 463 1385 882">Executive Director Management Services Division  delegated to  Director in charge of Human Resource Management, Management Services Division*</td> </tr> <tr> <td data-bbox="528 882 812 958">Operational Group</td> <td data-bbox="812 882 1098 958">Head of Department</td> <td data-bbox="1098 882 1385 958"></td> </tr> </tbody> </table> <p><i>*Reference: According to Delegation of Authority dated 27<sup>th</sup> May 2004.</i></p> <p>b) The Approving Authority may consider for Covering Assignment on case to case based on criticality.</p>	Category of staff	Recommendation	Approving authority	Top Management	-	Rector of IIUM	Professional and Management Group	Head of Department	Executive Director Management Services Division  delegated to  Director in charge of Human Resource Management, Management Services Division*	Operational Group	Head of Department																																	
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7	Covering Allowance	<p>a) The rate of Covering Allowance is <b>25% of the starting basic salary of the covering post</b>. The basic formula is as follows:</p> <table border="1" data-bbox="571 1227 1385 1955"> <thead> <tr> <th colspan="4" data-bbox="571 1227 1385 1265">Formula</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1265 890 1377">Starting basic salary of the covered post</td> <td data-bbox="890 1265 970 1377">x</td> <td data-bbox="970 1265 1098 1377"><math>\frac{25}{100}</math></td> <td data-bbox="1098 1265 1385 1377">= Rate of Covering Allowance</td> </tr> <tr> <th colspan="4" data-bbox="571 1377 1385 1415">Example</th> </tr> <tr> <td colspan="4" data-bbox="571 1415 1385 1453"><b>Example 1 - Covering the same scheme of service:</b></td> </tr> <tr> <td colspan="4" data-bbox="571 1453 1385 1491">- Engineer (J41) covering the post of Engineer (J44)</td> </tr> <tr> <td colspan="4" data-bbox="571 1491 1385 1529">- Basic salary J44 is RM3,608.00</td> </tr> <tr> <td data-bbox="571 1529 890 1641">RM3,608.00</td> <td data-bbox="890 1529 970 1641">x</td> <td data-bbox="970 1529 1098 1641"><math>\frac{25}{100}</math></td> <td data-bbox="1098 1529 1385 1641">= RM902.00</td> </tr> <tr> <td colspan="4" data-bbox="571 1641 1385 1680"><b>Example 2 - Covering the same grade but different scheme of service:</b></td> </tr> <tr> <td colspan="4" data-bbox="571 1680 1385 1718">- Technical Assistant (J29) covering the post of Assistant Administrative Officer (N29)</td> </tr> <tr> <td colspan="4" data-bbox="571 1718 1385 1756">- Basic salary N29 is RM1,493.00</td> </tr> <tr> <td data-bbox="571 1756 890 1955">RM1,493.00</td> <td data-bbox="890 1756 970 1955">x</td> <td data-bbox="970 1756 1098 1955"><math>\frac{25}{100}</math></td> <td data-bbox="1098 1756 1385 1955">= RM373.25</td> </tr> </tbody> </table>	Formula				Starting basic salary of the covered post	x	$\frac{25}{100}$	= Rate of Covering Allowance	Example				<b>Example 1 - Covering the same scheme of service:</b>				- Engineer (J41) covering the post of Engineer (J44)				- Basic salary J44 is RM3,608.00				RM3,608.00	x	$\frac{25}{100}$	= RM902.00	<b>Example 2 - Covering the same grade but different scheme of service:</b>				- Technical Assistant (J29) covering the post of Assistant Administrative Officer (N29)				- Basic salary N29 is RM1,493.00				RM1,493.00	x	$\frac{25}{100}$	= RM373.25
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No.	Item	Description	
		b) Nevertheless, the calculation of Covering Allowance is to be based on the position and salary grade of the covering posts as below:	
		<b>Position and salary grade of the covering post</b>	<b>Example</b>
		Post with multiple starting salary, the Covering Allowance is based on the lowest starting salary of the said scheme of service	<p><b>Example :</b></p> <ul style="list-style-type: none"> <li>- Assistant Accountant (W29) covering another post of Assistant Accountant (W29)</li> <li>- Basic salary W29 could be determined at RM1,510.92 or RM1,776.08 or RM2,001.68 based on entry qualifications</li> <li>- The lowest starting salary is RM1,510.92</li> </ul> $RM1,510.92 \times \frac{25}{100} = RM377.73$
		Post with flexi grade, the Covering Allowance is based on the lowest starting salary of the said scheme of service	<p><b>Example :</b></p> <ul style="list-style-type: none"> <li>- Engineer (J41) covering the post of Engineer on Flexi Grade (J44/J48)</li> <li>- Basic salary J44 is RM3,608.00</li> <li>- The lowest starting salary is RM3,608.00</li> </ul> $RM3,608.00 \times \frac{25}{100} = RM902.00$
		Post with flexi positions, the Covering Allowance is based on the lowest starting salary of the said scheme of service	<p><b>Example :</b></p> <ul style="list-style-type: none"> <li>- Agriculturist (G48) covering the flexi post of Grade G54/N54</li> <li>- Basic salary G54 is RM6,078.00</li> <li>- Basic salary N54 is RM6,072.00</li> <li>- The lowest starting salary is RM6,072.00</li> </ul> $RM6,072.00 \times \frac{25}{100} = RM1,518.00$
		Post with open position, the Covering Allowance is based on the lowest starting salary of the same scheme of service of the assigned staff	<p><b>Example :</b></p> <ul style="list-style-type: none"> <li>- Legal Officer (L48) covering the post of Grade 52 (open post)</li> <li>- Same scheme referred is L52</li> <li>- Basic salary L52 is RM5,800.00</li> </ul> $RM5,800.00 \times \frac{25}{100} = RM1,450.00$

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No.	Item	Description	
		<b>Position and salary grade of the covering post</b>	<b>Example</b>
		Post on PTH basis, the Covering Allowance is based on the <b>substantive grade</b> of the post.	<p><i>Example :</i></p> <ul style="list-style-type: none"> <li>- Sport Officer (S41) covering the post of another Sport Officer (S44 on PTH)</li> <li>- Substantive grade of the Sport Officer is S41</li> <li>- Basic salary S41 is RM2,078.00</li> </ul> $\text{RM2,078.00} \times \frac{25}{100} = \text{RM519.50}$
		Post on time-based promotion, the Covering Allowance is based on the <b>substantive warrant grade</b> of the post.	<p><i>Example :</i></p> <ul style="list-style-type: none"> <li>- Administrative Assistant (N22) covering the post of Administrative Assistant (time-based promotion to N26)</li> <li>- Substantive warrant grade of the post is N19</li> <li>- Basic salary N19 is RM1,352.00</li> </ul> $\text{RM1,352.00} \times \frac{25}{100} = \text{RM338.00}$
8	Conditions of Payment of Covering Allowance	<p>a) The payment of Covering Allowance is subject to the following:</p> <ul style="list-style-type: none"> <li>i. The staff has performed the covering assignment for <b>28 consecutive days</b>, including weekends, public holidays and also emergency leave and sick leave of <b>not more than 5 working days cumulatively</b>;</li> <li>ii. The payment of Covering Allowance shall be stopped when the staff who is on covering assignment, leaves the duties for <b>14 consecutive days or more</b>, including weekends and public holidays;</li> <li>iii. A staff who was previously approved for covering assignment and subsequently approved for covering assignment of the same position can be paid the Covering Allowance if the period of the second and subsequent covering assignment is <b>not less than 14 consecutive days</b> including weekends and public holidays; and</li> <li>iv. The overtime allowance for staff on covering assignment is counted after two (2) hours and fifteen (15) minutes of the official working hours.</li> </ul>	



	b) A staff is eligible for only <b>one (1) Covering Allowance at any one time.</b>
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No.	Item	Description		
		Stage	Role	Action to be taken
9	Procedure of Covering Assignment	Preparation and certification	Head of Department	<u>Part A &amp; B (ii):</u> To identify the needs of covering assignment of the vacant position by filling up the 'Application for Covering Duties' form.
			Staff on Covering Assignment	<u>Part B (i):</u> The staff assigned for covering assignment to declare his/her willingness.
		Consideration and Approval	Approving Authority	<u>Part C:</u> The approval of covering assignment by the Approving Authority.
			Head of Department	The decision of application is to be conveyed to the assigned staff by issuance letter of Approval on Covering Assignment ( <i>Appendix A</i> ).
		Claim for Covering Allowance	Head of Department & Staff on Covering Assignment	<u>Part D &amp; E:</u> To forward the duly completed 'Application for Covering Duties' form for Covering Assignment to Payroll and Financial Services Unit once twenty-eight (28) consecutive days of coverage have been completed.
		Records	MSD	The approval of covering assignment is to be recorded in the Staff's Service Statement.

*Relevant references:*

- *Government Service Circular No. 17 Year 2007*
- *Decision of Staff Service Board No. 1/2008*

## A. FREQUENTLY ASK QUESTIONS (FAQ)

No.	Situation	Clarification
1.	What is the definition of ‘covering assignment’?	A staff who is assigned to performing the duties of another position besides his own duties for a specified period approved by the relevant Approving Authority.
2.	What are the circumstances that allows for covering?	If there is a substantive vacancy of the position of operation and the vacant position must be performed continuously to avoid disruptions to organisational functions.
3.	How is the directive to cover for duties issued?	A directive to cover for duties shall be made by the Head of Department to the assigned staff by filling in the ‘Application for Covering Assignment’ form.
4.	Can the covering assignment be done prior approval of the HOD?	The covering assignment only can be done upon approval of Approving Authority i.e. MSD.
5.	How long is the duration of the covering period?	The duration must not exceed six (6) months. The Head of Department shall re-apply to the Approving Authority to permit the staff to continue the covering assignment, if needed.
6.	Can the covering period commence on a rest day?	The covering shall commence on a working day.
7.	Can the covering period end on a rest day?	If the covering period ends on a weekend or public holiday, the period can be included for the purpose of paying the covering allowance.
8.	If the staff on covering the duties is attending a twenty (20) days course, will the covering for duties continues to be in force?	If the staff stops covering the duties for fourteen (14) days or more, the Head of Department shall make a new recommendation to the Approving Authority regarding whether the staff should continue covering the duties or to certify another staff.

No.	Situation	Clarification
9.	Who is eligible to cover for duties?	<p>The eligible staff to be certified for covering assignment shall be as follows:</p> <ul style="list-style-type: none"> <li>i) A staff that has been confirmed in service;</li> <li>ii) Should be there is no confirmed staff, staff who has worked for at least one (1) year may be recommended; and</li> <li>iii) Priority for the covering assignment shall be given to the most qualified staff in terms of experiences, qualification, skills, expertise and good performance.</li> </ul>
10.	Can an Administrative Assistant (Clerical/Operation) (Grade N19) cover the duties of a Technician (Grade FT19)?	An Administrative Assistant (Clerical/Operation) (Grade N19) should have such credentials as set out in the Technical Assistant scheme of service to enable him to cover the duties.
11.	Can a nurse who is on shift duties cover the duties of another nurse who is on maternity leave?	A nurse is not permitted to cover the duties of another nurse because shift duties is not suitable to be performed through covering duties.
12.	Can a staff cover a contract vacant position?	<p>Yes, subject to the staff fulfils the following eligibility criteria:-</p> <ul style="list-style-type: none"> <li>i) Confirmed in service; or</li> <li>ii) Served for at least one (1) year may be recommended.</li> </ul>
13.	Can a staff who has covered for duties for only one week apply for leave?	A staff who is on covering duties is not allowed to apply for leave. Should the staff has gone for leave, the Covering Allowance period will commence on the date the staff returns to work after the said leave.
14.	Can a staff who is covering the same position for the second time apply for leave after twenty (20) days of covering the post?	Yes. A staff who has been approved to cover the same position, the Covering Allowance for covering the duties for the second time may be paid after the officer has carried out the duties for fourteen (14) consecutive days, including weekends and public holidays.

No.	Situation	Clarification
15.	What is the covering allowance rate for a position with multiple starting salaries?	The Covering Allowance rate is based on the lowest starting salary for the applicable scheme of service for the position.
16.	What is the allowance rate for covering the duty of a position with flexi grade?	The Covering Allowance rate is based on the lowest salary grade.
17.	How is the overtime payment is calculated for a staff who are on covering duties?	Overtime payment for a staff who is covering for duties may only be paid after two (2) hours fifteen (15) minutes from the end of official working hours.
18.	Can a staff cover the duties of two (2) positions at the same time?	No. This is because a staff is eligible for only one (1) Covering Allowance at any one time.
19.	A staff who is on time-based promotion to Grade 26 went for Hajj leave. Previously the staff was on merit based promotion to Grade 22. How the covering allowance is calculated?	The covering allowance is based on actual warrant position, i.e. $\frac{1}{4}$ of basic starting salary of Grade 22.

### ***DISCLAIMER***

*The purpose of these Guidelines is to provide relevant information related to covering assignment in accordance to the policy approved by the University.*

*The policies, rules, regulations and procedures of the University may change from time to time. Therefore, staff is advised to check the details from the relevant references and required to keep up with the latest information accordingly.*