

*Delivering a brighter, greener future for all*

## 1. Purpose

This policy sets out the way in which the council will make payments to employees who, on a temporary basis: (maximum of 6 months) act up into a higher graded post or take on additional duties of a higher post.

## 2. What is it?

This policy sets out the way in which the council will make payments to employees who, on a temporary basis: (maximum of 6 months) act up into a higher graded post or take on additional duties of a higher post.

## 3. Who does it apply to?

This policy applies to all employees, unless a separate contractual policy applies to a transferred employee to whom separate TUPE terms and conditions of employment apply.

## 4. When does it apply?

This policy applies when, at the request of their manager, an employee.

- acts up into a higher graded post - carrying out the full responsibilities and duties of a higher graded post for some or all of their working hours, or
- takes on additional duties - carries out some, but not all, duties or responsibilities of a higher graded post for some or all of their working hours, or
- take on additional duties within their role

It only applies where such arrangements are temporary – for example to cover long term sickness, specific projects or other short-term requirements but of more than 4 weeks duration but less than 6 months unless in exceptional circumstances.

## 5. When does it not apply?

This policy does not apply if:

- an employee takes on additional duties or responsibilities to cover a period of planned leave of less than 4 weeks (for example covering their manager's annual leave); or
- the change is permanent. In this case the job must be advertised in accordance with the council's recruitment policy
- additional duties carried out at the same or lower grade as this constitutes an increase in volume of work rather than in complexity or level of responsibility

## 6. Acting up

6.1. Acting up occurs when you take on either the full or part duties of a higher graded post for a temporary period (maximum 6 months).

6.2 Where you take on the full duties and responsibilities you will receive the difference between your current salary and the minimum spinal point of the new acting up grade which would apply if you were appointed to the post on a permanent basis.

6.3. Where you are taking on the full duties and responsibilities for a proportion of your working week, payment will be made based on the percentage of your working week that is spent acting up into the higher graded post.

6.4 You will be paid that percentage of the difference between your current salary and the minimum spinal point of the new grade which would apply if you were appointed to the post on a permanent basis.

## **7. Additional duties**

Additional duties occur when you may be asked to carry out some duties in addition to your substantive post for a fixed period of time. (maximum 6 months).

This may be due to:

- An unexpected absence or vacancy within the team requiring you to take on some of the duties and responsibilities of a higher graded post;
- A one-off project or piece of work which requires a higher level of work than your substantive post.
- These duties will be evaluated to see if they make a difference to the grade of your job.
- Your manager will select the appropriate role profile for the level of work of the additional duties and complete a role description which will be evaluated. The duties described in the role description will match the level of work set out in the relevant role profile for the grade.
- Should the grade of your job increase because of the additional duties you will be paid the difference between your substantive grade and the minimum spinal point of the new additional duties grade as a monthly additional duties' payment.
- Where you are taking on some duties and responsibilities of a higher graded post for a proportion of your working week, payment will be made based on the percentage of your working week that is spent undertaking the additional duties of the higher graded post.

## **8. Selection process**

If there are a number of acting up/additional duties opportunities or suitable employees, your manager should undertake a competitive process for selecting who would be most suitable.

## **9. Authorisation process**

Prior to confirming any payment for acting up or additional duties your manager must seek permission from the HR committee.

In all cases the payment will only be paid for a limited period, whilst the additional duties are being carried out. Payments will end after a maximum period of six months unless exceptional circumstances apply.

## **10. Where an acting up role becomes a permanent post**

Where the acting up role becomes a permanent role and the original process to recruit to the acting up opportunity was competitive; your manager may choose to appoint you, or they can choose to advertise the role.

Where the acting up role did not follow a competitive process; your manager must advertise the role and undertake a competitive recruitment process.

## **11. Payments**

Acting up or additional duties payments will be paid monthly as part of your normal salary.

Payments are pensionable and subject to tax and NI.

Any payment will be pro rata for part time employees.

If you are in receipt of salary protection and you are asked to act up or take on additional duties which are not graded higher than your protected salary, you will not be entitled to receive any additional payment.

If you are due to receive incremental progression in your substantive post and are undertaking additional duties or acting up to a higher grade, you will receive an increment in your substantive post. In these circumstances the additional payment will be recalculated to reflect this change so that your overall monthly pay remains the same.

If you are undertaking additional duties or acting up at the time that the pay award is applied, you will receive the pay award on both your substantive post and the additional duties or acting up arrangement. In these circumstances the payment will be recalculated to reflect this change.

## **12. Ex-gratia and honoraria payments**

There is no ability to make any ex-gratia or honoraria payment to an employee for any reason.