



Temporary Acting up & Additional Responsibility Allowances

Guidance Notes

1. Scope

The aim of this guidance note is to set out clearly what is meant by an Acting Up Allowance, and an Additional Responsibility Allowance. The guidelines outline appropriate payment arrangements to cover situations where a member of staff has agreed to undertake additional temporary responsibilities beyond the expectations and remit of their current job role and grade.

2. Definitions

An **Acting Up Allowance** is paid in the form of an additional monthly payment when an employee agrees to take on **all** of the responsibilities of a role in a higher grade for more than four weeks, and up to six months. Their substantive role will normally be carried out by another individual or individuals.

Examples of when acting up can occur include:

- Covering vacancies whilst a role is being recruited for
- Covering posts during a restructure
- Covering an extended period of sickness absence

Acting Up payments are made to employees on the basis that they are actively undertaking **all** of the additional responsibilities at a higher grade.

Please note: in cases where a role needs to be temporarily filled for a period of more than six months, e.g. in the case of maternity/adoption, etc. a fixed term contract may be required – please refer to Human Resources.

An **Additional Responsibility Allowance** is paid in the form of an additional monthly payment when an employee agrees to take on **some but not all** of the responsibilities associated with a higher graded role. This would also include certain project-based work that would not ordinarily be part of an employee's role. They continue to carry out their substantive role although some elements may be carried out by another individual.

3. Key Requirements

- The impact of acting up or undertaking additional responsibilities must be meaningful to justify a payment therefore an individual needs to be carrying out the acting up or additional responsibilities for a period of at least 4 weeks, and up to six months. With this in mind, examples of when an allowance is not applicable include:
 - covering a colleague's annual leave.
 - if the role of "deputy" is already in an individual's job description (although this would need to be reconsidered if the cover period was extensive).
 - where an individual is covering maternity leave or long-term sickness for their full working hours – under these circumstances, a contractual change is required e.g. moving the individual to the post on a temporary basis. In such circumstances, the line manager should seek advice from HR.
 - an increase in demand for "business as usual" work.
- Only in exceptional circumstances should an allowance be extended beyond six months as they are supposed to be temporary (see section 6 for current list of exceptions).
- The policy applies to employees on permanent or fixed term contracts in grades A-L.
- Part time and job share staff will be given an equal opportunity to act up or undertake additional responsibilities.
- During the designated period the employee's substantive grade remains unchanged and they remain subject to the relevant terms and conditions of that grade.
- In circumstances where the role or additional responsibilities being covered becomes a permanent or fixed term vacancy, the University's standard recruitment procedures will apply.
- Both types of payment will be subject to any cost of living and incremental increases.
- Both types of payment are pensionable.

4. Payment

An **Acting Up Allowance** is paid monthly and will be the difference between the role holder's current salary and one of the following (whichever is greater):

1. the bottom point of the grade into which the role being temporarily undertaken falls, or
2. two spine points.

Note: if the responsibilities of the higher role are being shared amongst several individuals, the allowance needs to be split based on the number of individuals, the amount and nature of responsibilities being undertaken by each individual, etc. Please refer to Appendix 1 for the method of calculation for an Acting Up Allowance.

The **Additional Responsibility Allowance** is also paid monthly and will be based on the calculation for the Acting Up allowance (see above) – however, as the employee will be taking on **some but not all** of the responsibilities associated with the higher graded role, the individual will receive 50% of the calculated figure as an allowance.

Should an individual be due their annual increment whilst in receipt of an allowance, they will receive the increment on their substantive salary and their allowance will be re-calculated based on the above criteria.

5. Requesting an Acting Up or Additional Responsibility Allowance

In the first instance, the line manager should discuss the rationale for an Acting Up Allowance or Additional Responsibility Allowance with the Dean of Faculty/Head of Service, and their Finance and HR Partners.

If an allowance is deemed to be appropriate, the requesting line manager must complete a Request to make Emolument/ Acting Up Arrangements or Additional Payments form (see Appendix 2) stating:

- what is being requested – acting up or additional responsibility allowance
- the reason for the allowance e.g., to cover long-term absence
- alternatives considered
- the roles (and grades) and individual(s) affected
- the duties/responsibilities to be covered
- the duration of the arrangements – specifying from and to
- costs – including confirmation of budget provision
- what selection process has taken place to identify the correct person to undertake the additional duties/responsibilities.
- the action that will be taken at the end of the period i.e., recruitment to a position permanently, the return to work of the substantive jobholder, etc

The form must then be approved by the Dean/ Director before it is submitted to the HR Partner for processing.

Acting-up to a more senior role for specified period of time is a valuable opportunity for staff to develop new skills, knowledge and experience. It is therefore important that, wherever possible, suitable staff are notified of such opportunities and that a fair and transparent selection process is undertaken.

6. Monitoring allowances

Both allowances will have an end date added to the HR/Payroll system – if for any reason an allowance needs to be withdrawn prematurely, the individual will be given a month's notice of the withdrawal.

If an allowance needs to be extended, the line manager must consult with their HR Business Partner and Finance Partner to ensure the allowance can continue.

A review of the use of these allowances will take place every two years.

Appendix 1

Calculating an Acting Up Allowance

Employee's Current FTE		Acting Up FTE	
Current Grade		Acting Up Grade	
Current spine point		Acting up spine point	
Current salary (A)		Acting up salary (B)*	

Annual Acting Up Allowance (B minus A)	£
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* this will either be the bottom of the acting up grade, or 2 spine points above the individual's salary, whichever is the greater.

Calculating an Acting Up Allowance – a worked example

A full time employee on F24 covering a full time role graded G:

Employee's Current FTE	1.0	Acting Up FTE	1.0
Current Grade	F	Acting Up Grade	G
Current spine point	24	Acting up spine point	26
Current salary (A)	£27,830pa	Acting up salary (B)*	£29,515pa

Annual Acting Up Allowance (B minus A)	£1,685pa (£140.42 per month)
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Request to make Emolument/ Acting Up Arrangements or Additional Payments to staff

Request to make one off payments or salary uplifts for a short period of time to current staff members in respect of additional duties or acting up period.

Staff member:

Department /Faculty:

Recommendation from the Dean of Faculty or Service on additional payment requested and justification

Please advise if you are agreeable to this request.

Approval

Finance Partner..... Date.....

Director of HR..... Date

Relevant SLT member..... Date