



## **Acting Up Allowance**

### **Policy for Officers Temporarily Undertaking Higher Grade Additional Duties**

This policy is designed to reward employees who are required to undertake higher grade additional duties, for any reason other than annual leave, of another employee at the request of the Director of the Department. To be eligible for this allowance the employee is required to undertake the **full** range of duties and responsibilities of a higher graded post.

The employee must be able to satisfy the Director of the Department that they are the most suited to cover the additional duties. The provisions of this policy only apply where one employee is required to undertake the **full** duties and responsibilities of the higher post, and cannot therefore be made in cases where the duties and responsibilities are shared between more than one employee.

In circumstances where this is no entitlement to a higher salary under the above, the Council may consider granting an honorarium (of an amount dependent upon circumstances of each case) to an employee who performs duties outside the scope of his\her post over an extended period, or where the additional duties and responsibilities involved are exceptionally onerous.

An employee will receive an “Acting Up” allowance only after covering the higher grade post for a continuous period of at least four weeks.

Payment will not be made for periods of less than four weeks; however, once the qualifying period of four continuous weeks has been satisfied, the higher salary will be paid with effect from the first day on which the employee was required to undertake the duties and responsibilities of the higher grade post.

The employee covering the higher grade post will normally start on the first point on the salary scale of the employee they are covering for, unless they are on an overlapping pay scale, in which case they will move to next pay point on the scale – e.g. an employee on the top of the SO2\PO1 grade, covering for an employee on PO1\PO2 grade would automatically go on to Pay Point 35 the bottom of the PO1\PO2 grade.

The “Acting Up” will be reviewed by the Director of the Department every three months, and a report forwarded to the Personnel Department indicating if the “Acting Up” is to continue and detailing the reason for the continued need for the upgrade.

Where an employee in an “Acting Up” capacity is absent from work for any reason other than holidays \ for more than five consecutive working days he \ she will revert to the substantive grade for purposes of payment for sickness etc.

Should the need for the employee to cease “Acting Up” prior to the three month review e.g. the incumbent returns to work, or a vacancy is filled, the Director will notify the employee in writing at least three working days in advance of his\her return to normal duties, and inform Personnel accordingly to allow notification to the Wages Department. Should it become apparent that a permanent vacancy exists at the higher grade, this should be filled in the normal manner as soon as is reasonably practicable.



## **Procedure**

Any request for an “Acting Up” allowance must be raised in writing to Human Resources Section by the Director of the Department concerned.

A written request will then be made by the Personnel Department to the Strategy and Resources Committee stating: -

- a. Reason and duration of absence of the employee(s) to be covered
- b. Details of the employee(s) nominated to “Act Up” – Current position \ how long post held etc.
- c. Maximum period of cover required before reviewing the situation (One – three months)
- d. Point on salary scale covering employee(s) to be paid.