## Introduction

1.1 Acting-up and additional responsibility allowances are paid when a role holder 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 across the University.

## Definition of acting-up and additional responsibility allowance

2.1 Acting up allowance

An individual would receive an-acting up allowance if they are asked to:

* Undertake the full duties and responsibilities of a higher graded role for a continuous period which would normally be for a minimum of four weeks and a maximum of six months.
* Examples when an acting-up allowance may be appropriate include:
* Taking on 100% of the higher graded job to cover sickness absence, maternity leave, career break or other extended periods of leave (but not annual leave)
* Taking on 100% of the higher graded job to cover a vacant post until it is filled on a permanent basis

2.2 Additional responsibility allowance

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 four weeks and a maximum of six months, or
* If there is a temporary need for specific business purposes for an individual to complete a specific piece of work.

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, career break or other extended periods of leave (but not annual 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

2.3 Payment for acting up or additional responsibilities should not always be regarded as a first option for a manager. Consideration should be given to ways in which the work might be re-organised on a temporary basis (up to a maximum of 4 weeks), so that the essential duties and responsibilities of the role are covered.

2.4 Posts may remain vacant or not be covered where the line manager decides this is appropriate.

## Duration of acting-up and additional responsibility allowances

3.1 Acting-up beyond 6 months

A month before the period of acting-up is due to finish a review should take place between the role holder and line manager

If it is anticipated that the requirement for acting-up will continue beyond the initial 6 month period, the line manager with guidance from the designated People Partner should then make a decision whether the acting-up should become a secondment or advertised as a permanent post.

3.2 Additional responsibility beyond 6 months

A month before the period of additional responsibility is due to finish a review should take place between the role holder and line manager.

If it is anticipated that the requirement for additional responsibility will continue beyond the initial 6 month period, the line manager with guidance from the designated People Partner should make a decision whether these responsibilities are now a permanent requirement of the role. If this is the case, the role should be considered for re-grading.

## Principles of Selection

4.1 Acting-up and taking on additional responsibilities provide an individual with the opportunity to develop new skills and experience, which may lead to enhanced career opportunities.

4.2 The selection process must be systematic and objective, and may include:

* The Professional Development Review action plan or
* An interview

Records should be kept of the process and the reasons for selection forwarded to The People Team.

4.3 To ensure equity and fairness consideration should be given initially to suitable staff within the School/Service area. Should suitable individuals not be identified then consideration should be widened to /University level.

4.4 If more than one person falls within the pool of staff suitable for acting up or additional responsibility, then a formal selection process must be adopted in line with University policy.

## Payment

5.1 Acting- up allowance

For the duration of the acting up period, the colleague will be paid on the minimum point of the evaluated grade for the role that they are carrying out 100% of the duties and responsibilities for.

5.2 Additional responsibility allowance

The additional responsibility allowance payment will be calculated based on:

* The percentage of the duties and responsibilities being undertaken at the higher grade
* The difference between the colleague’s current salary and the bottom point of the evaluated grade

If the additional responsibility is for a specific piece of work The People Team will advise on the amount of allowance which would be appropriate. This allowance will be calculated based on an assessment of:

* Level of work i.e. complexity, size of responsibility
* An estimation of the amount of time to complete the piece of work
* Existing practice within the University to ensure consistency

The People Team will confirm to the line manager what the allowance will be and this will be applied as a recurring payment each month for the agreed period of time.

## Approval

6.1 All acting up and additional responsibility payments must be approved using the staffing authorisation procedure, in advance of the duties being undertaken.

## Review

* 1. As part of the Professional Development Review plan the line manager should meet with the role holder regularly to monitor progress, in line with the colleague’s professional development review plan.