

Policy: Acting Up to a Higher Graded Post

Administrative and Professional
Services, Technical Services and
Operational Services Staff

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Policy: Acting Up to a Higher Graded Post

Administrative and Professional Services, Technical Services and Operational Services Staff

1 Introduction

The purpose of this policy is to ensure that the University has a fair and consistent mechanism to address situations where a member of staff assists the University by undertaking duties at a higher level for a temporary period.

2 Definitions

Duties at a higher grade are defined as duties which are not included in the role descriptor and approved grading of the post. In cases where the additional duties undertaken are consistent with the grading of the member of staff concerned responsibility payments should not be made.

3 Scope

This policy applies to staff in the Administrative and Professional Services, Technical Services and Operational Services staff categories only, in recognition of the fact that acting up arrangements do not apply in the same way to other staff categories.

Additional allowances such as those paid in academic areas for duties relating to the posts of Dean, Vice Dean, Senior Officer or Head of Department are covered by separate arrangements as are situations where additional roles are undertaken i.e. where a member of staff has more than one appointment within the University.

4 Arrangements

4.1 Carrying out Full Duties of a Higher Graded Post

In cases where a member of staff agrees with their Head of Department that they will carry out the full duties and responsibilities of a post at a higher grade for a continuous period of no less than four weeks, (due for example to sickness absence or maternity leave) he/she will be paid in accordance with the grading of the post temporarily occupied. Such responsibility payment will equate to the first salary point of the higher graded post, or at a higher point where required to ensure that an increase of three incremental points is provided.

4.2 Carrying out Partial Duties of a Higher Graded Post

In cases where the member of staff does not carry out the full duties and responsibilities of the higher graded post, an appropriate percentage responsibility payment will normally be made in agreement with the member of staff. The amount of such payment will be related to the extent to which the duties and responsibilities of the higher graded post are being undertaken. Further advice can be obtained from your Human Resources team.

4.3 Payment

Due to the particular nature of operational staff roles, existing arrangements involving immediate payments will continue to apply.

As these arrangements are linked to the grade structure and salary points, payments will automatically be subject to nationally negotiated pay awards.

4.4 Equality

As with any allocation of duties Heads of Department have a responsibility to consider equality issues.

5 Review

The responsibility payment will apply for the duration of the period where duties at the higher grade are undertaken as agreed with the Head of Department and Human Resources, however this should not normally exceed one year as such arrangements are designed to deal with short-term resourcing issues. Continuing payments beyond this period will be subject to regular review in conjunction with Human Resources. As such payments are temporary they will not be pensionable.