

Responsibility and Acting Up Allowance Policy

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1. Introduction

We recognise that there are occasions when you may be required to take on additional responsibilities beyond the duties expected at your current grade. This offers you the opportunity to develop your skills and experience and prepare you for career progression in the future. It also provides flexibility and temporary support to the University when there's limited time available to fill vacancies or delays in recruitment processes.

We want to ensure that, when it's appropriate, you're paid appropriately for taking on duties beyond your role. This policy outlines the situations where you would expect to receive an additional payment, defines the different payments available, the process for requesting payments and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by this Policy?

This policy applies to all staff within the Administrative and Professional Services, Technical Services and Operational Services staff categories.

This policy does not outline the arrangements for the payment of other additional allowances such as a Head of Department or Vice-Dean allowances. For further information about these types of allowance please contact [Human Resources](#).

3. Taking on Additional Duties

There are a variety of situations where it may be appropriate for your manager to ask you to take on additional duties at a grade that is more senior to your current role. These might include:

- Providing cover for a prolonged period of sickness absence, family friendly leave or a career break.
- Supporting the delivery of a temporary, University project.
- Providing cover while a vacancy in your team is filled on a permanent basis.

Any request to take on additional duties, under this policy, should be for a minimum period of four weeks and for no longer than 12 months. If the request is for less than four weeks, line managers are expected to consider how work can be re-organised amongst team members so that the essential duties of the role are covered. Any request for a period extending beyond 12 months should be discussed in advance and agreed by Human Resources.

4. Payment for Additional Duties

Depending on whether you take on the full duties and responsibilities of the higher graded role, or only part of them, will determine whether you'll receive a responsibility allowance or an acting-up allowance. This will be discussed and agreed between you and your line manager, in advance.

4.1. Acting Up Allowance

You'll receive an acting up allowance if you and your line manager agree that you'll take on the full duties and responsibilities of a higher graded post for a set period. You will then be expected to return to your current role at the end of the arrangement.

Whilst your pay will increase during the period you are acting up, all other terms and conditions remain the same. This includes your annual leave entitlements.

4.2. Responsibility Allowance

You'll receive a responsibility allowance if you and your line manager agree that you will undertake part of the duties and responsibilities of a higher graded post for a set period.

You may also receive a responsibility allowance if there is a temporary need for you to complete a specific piece of work, for example a project, which has been graded at a higher level than your current role. The arrangements for payment in relation to projects that go beyond 12 months or do not involve work at a higher grade can be found in our [Secondment and Flexible Resourcing Policy](#).

5. Calculation of Additional Payments

Any acting up or responsibility allowance will be paid monthly in addition to your normal salary.

If you're undertaking the **full duties** of the higher graded post and are to receive an acting up allowance, you'll receive a payment equal to:

- The first salary point of the higher graded post; or, if required
- At a higher point to ensure that an increase of three incremental points is provided.

If you work part-time, your allowance will be pro-rated.

If you're undertaking only **some of the duties** of the higher graded post or are required to complete a temporary piece of work which has been graded higher than your current role, then a responsibility payment will normally be made. This is calculated in the same way as an acting up allowance but instead you'll receive a percentage of the full amount.

For more information on how allowances are calculated and the impact of salary changes while you're acting up, you should refer to the guidance on [Calculating Acting Up or Responsibility Allowances](#) (staff login required).

Just so you know, as they're paid on a temporary basis, acting up allowances and responsibility payments are non-pensionable.

6. When Additional Payments are Not Normally Paid

We want to ensure that if you're undertaking full or partial duties of a role at a higher grade that you are recognised for this however, there will be situations where payments would not be expected to be made. These include:

- For temporary periods less than 4 weeks.
- To cover periods of annual leave for team members.
- To reward exceptional performance in your current role.
- Taking on a project role or a specific piece of work for a set period that's not part of your current role but involves similar duties or responsibilities at the same grade.
- When you have taken on additional duties voluntarily for your own personal development.

7. Process for Payment of Additional Duties

If you're a line manager, you are expected to:

- identify a need for a member of your team to take on additional duties and responsibilities at a higher grade.
- complete an ATA form and submit this via Pegasus.

The ATA form request should be categorised as a contractual change. Once the ATA form is fully approved, Human Resources will confirm the arrangements for any allowance payments in writing.

If there's more than one colleague who has the knowledge, skills, and experience to take on additional responsibilities, it may be appropriate to undertake an internal recruitment process (for example requesting expressions of interest from team members) to ensure there is fairness and transparency in the decision-making process.

8. Stopping Payments for Additional Duties

Payments will automatically stop at the end of the agreed period. There may be occasions when payments need to end earlier, for example if the person whose duties you are covering returns to work earlier than expected. If this happens, your line manager will discuss this with you and give you as much notice as possible.

If you're receiving an acting up or responsibility allowance and are absent from work for a period of four weeks or more, your allowance will be paused until your return to work.

9. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#). Further information and guidance, for both staff and managers, can also be found on our People Hub.

10. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.