



## Acting Up Policy

Additional responsibility and acting-up allowances may be paid when a post holder takes on additional duties or responsibilities of a higher graded role for a limited period of time. The use of the allowances should be linked to identified development and succession plans, and offer opportunities for personal development.

There is not an expectation that all occasions of changes to workload will result directly in additional responsibility and acting up allowances being paid. This policy aims to provide a transparent approach and should be applied consistently and fairly across the ULSU Group.

### 1. Definitions:

Acting up allowance - An individual may 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 twelve months. This may be as a result of a vacant post or in respect of an extended period of planned or unplanned absence.

### 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 twelve 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 post, ie 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 post to cover a vacant post until it is filled on a permanent basis;

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- Completion of temporary projects.

Additional payments should not always be regarded as the first option for a Line Manager. Consideration should be given in the first instance to ways in which the work might be reorganised on a temporary basis (up to a maximum of 4 weeks), so that the essential duties and responsibilities of the post are covered. This may form part of a development opportunity.

It should also be noted that carrying out additional workload may not always necessarily result in financial remuneration. Duties should be substantive and recurring to be considered for payment.

It remains the responsibility of the Line Manager to ensure that adequate workforce planning, development and documentation is in place to ensure that contingency processes can be operated if needed with minimal disruption to service levels.

Posts may remain vacant or not be covered where the Line Manager decides this is appropriate.

### 3. Duration of Acting-up and Additional responsibility allowances

Under normal circumstances it would not be expected for either additional responsibility or an acting up allowance to extend beyond 12 months. Longer term solutions should be identified by this point by the Line Manager, which may result in the reallocation of responsibilities or permanent recruitment.

One month prior to the completion of the period of time initially identified, a review should take place between the Line Manager and individual to discuss completion of the duties, identify outcomes and ongoing plans.

If it is anticipated that the requirement for additional responsibility will continue (beyond an initial 12-month period), the Line Manager, with guidance from the Deputy CEO, 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.

### 4. Principles of Selection

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

The selection process must be systematic and objective, and may include reference to Staff Performance and Development Appraisal (SPADA) Policy documentation, designated deputies or identified individual development plans.

Where it is not possible to identify, an individual 'expression of interest' should be requested and where necessary an interview process carried out. In all circumstances a copy of the job description or the listed duties should be shared with the potential individuals to ensure that they are aware of the specific requirements.

To ensure equality and fairness, consideration should be given initially to suitable employees within the department. Should suitable individuals not be identified, then consideration should be widened to other departments within the ULSU Group.

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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 ULSU Group policy.

Records should be kept of the process and the reasons for selection forwarded to the Chief Executive.

#### 5. Payment of Acting-up Allowance

For the duration of the acting up period, the employee will be paid on the minimum point of the evaluated grade for the post that they are carrying out 100% of the duties and responsibilities for. In the event that an individual is already at the top of the preceding grade a minimum of a 5% allowance will be paid.

#### 6. Additional responsibility allowance

The additional responsibility allowance payment will be calculated based on:

- (a) The percentage of the duties and responsibilities being undertaken at the higher grade.
- (b) The difference between the employee's current salary and the bottom point of the evaluated grade.

If the additional responsibility is for a specific piece of work, the Deputy CEO will advise on the amount of allowance that would be appropriate. This allowance will be calculated based on an assessment of:

- (a) Level of work, ie complexity, size of responsibility, an estimation of the amount of time to complete the piece of work.
- (b) Previous practice within the ULSU Group to ensure consistency.

The Deputy CEO will confirm to the Line Manager the allowance, and this will be applied as a recurring payment each month for the agreed period of time and paid through payroll.

Where more than one individual shares the acting up/additional responsibility, a proportional split of the responsibilities will need to be determined. Payment will reflect the proportion identified.

#### 7. Approval

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

#### 8. Review

The Line Manager should meet with the post holder monthly to monitor progress, in line with the individual's SPADA.

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