

## **1 Statement of Principles**

**1.1** This policy has been developed in order to ensure equality of treatment for all staff and a consistent application of the guidelines in relation to acting up / responsibility pay as laid out in Appendix 4 "Terms and Conditions", Section 16 of the Framework Agreement.

**1.2** Departmental tasks which are rotated from time to time are outside the scope of this policy. For example, the administrative function of a Director of Learning and Teaching or Director of Research.

## **2 Scope**

**2.1** The aim of the policy is to set out clearly what is meant by Short Term Acting Up, Long Term Acting Up and Responsibility Allowances and to establish guidelines for the appropriate payment which can be made when a member of staff is undertaking additional responsibilities within their role.

## **3 Definitions**

**3.1** Short Term Acting Up Allowance is paid when an employee in grade 1 or 2 takes on all the responsibilities of a role in a higher grade on a temporary basis for a period of between one and four weeks when offered by a head of Department or nominee.

**3.2** Long Term Acting Up Allowance is paid in the form of an additional payment when an employee in any of the grades 1 - 9 takes on all the responsibilities of a role in a higher grade for a period of more than four weeks when offered by a Head of Department or nominee.

**3.3** Responsibility Allowance is paid in the form of an additional payment when an employee in any of the grades 1-9 takes on some, but not all, additional responsibilities associated with a role in a higher grade, for a period of more than four weeks, when offered by the Head of Department or nominee. This may apply either during a period when the usual role holder is absent, or for the duration of a particular and specified piece of work outside the employee's normal duties.

**3.4** Members of staff should not be discouraged from voluntarily taking on additional duties in furtherance of personal development. A member of staff who chooses to take on additional duties, without being asked to do so, in furtherance of their personal development for a specific period would not be entitled to acting up or responsibility pay.

## **4 Payment**

**4.1** Short Term acting up allowances will be based on the difference between the Role holder's pay and the bottom point of the grade into which the role being undertaken temporarily falls. It will only be paid to staff in grades 1 and 2.

**4.2** Long Term acting up allowances will be calculated on the difference between the Role holder's pay and the bottom point of the grade into which the role being undertaken temporarily falls.

**4.3** Responsibility allowances will be calculated on an appropriate proportion the difference between the Role holder's pay and the bottom point of the grade into which the role being undertaken temporarily falls.

## **5 Application of Short Term and Long Term Acting Up Allowance**

**5.1** Heads of Department who wish to propose that an employee should take on additional duties and responsibilities which are over and above their current grade are required to make a proposal to the HR Department.

## **6 Application of Responsibility Allowance**

**6.1** Heads of Department who wish to propose that an employee should take on additional duties and responsibilities which are over and above their current grade are required to make a proposal to the HR Department.

**6.2** HR Manager determine through discussions with the Head of Department, what would be the appropriate percentage of the difference between the Roleholder's grade and the grade into which the role being temporarily undertaken falls.

**6.3** The member of staff should not normally be asked to undertake additional responsibilities until a decision has been made.

## **7 Time limits**

**7.1** Long Term Acting Up Allowance and Responsibility Allowance should not be viewed as indefinite payments.

**7.2** Additional payments for Long Term Acting Up and Responsibility Allowance should not normally be paid for a period of more than 12 months.

**7.3** If there is a need to continue the additional payment beyond 12 months, the remuneration should be reviewed by Human Resources to ensure that it is at the right level. Any recommendation to change the level of remuneration must be referred to the Post Approvals Group for consideration.

## **8 Policy Review**

Human Resources will co-ordinate a review of this policy in order to maintain compliance with legislation and good practice. The review will be undertaken in liaison with the recognised trade unions and any proposed amendments will be submitted to the appropriate relevant committee, University Executive and Council if required.

## **9 Equality Impact Assessment**

The University is committed to embedding the Equality Scheme into its policies, procedures and practices. This policy has been equality impact assessed in accordance with this scheme.

**Please note:** Promotions to Senior Lecturer, Reader and Personal Chair follow separate procedures which are detailed on the HR website.