

Acting Up and Additional Responsibility Allowances Policy

Document Control

Title:	Acting Up and Additional Responsibility Allowances Policy
Date Approved:	16 June 2020
Date Next Review:	September 2023
Policy/Procedure Owner:	Human Resources Reward & Wellbeing
Equality Impact Assessment:	22 June 2020
Status of Document	Approved

This policy will be reviewed periodically to ensure compliance with changes in HMRC guidelines, Pension Regulations, employment law and equality and diversity legislation. In the event that this policy or procedure is not compliant, the relevant legislation shall prevail.

Changes to this policy will be subject to consultation with the University's recognised Trade Unions before implementation

Table of Contents

1. Introduction.....	2
2. Scope	2
3. Definitions.....	3
3.1 Acting up allowance	3
3.2 Additional responsibility allowance	3
4. Approval Process	3
5. Principles of Selection	4
6. Payment.....	4
6.1 Acting- up allowance.....	4
6.2 Additional responsibility allowance	4
7. Time limits and Review.....	5
8. Sustainability	5
9. Equality Statement.....	5

1. Introduction

This policy sets out Brunel University London’s criteria for the process and application of Acting Up and Additional Responsibility Allowances. This policy supersedes any and all previous policies or agreements in respect of such allowances. For the avoidance of doubt, this includes, email agreements, Letters of Appointment, any Recruitment and Retention Allowance related documents, or any other document which refers to the payment of Acting Up or Additional Responsibility allowances.

Brunel University London is committed to the principles of equal pay for work of equal value and by using the HERA job evaluation process this ensures a consistently applied and robust approach which measures the relative value of jobs within the University. This in turn determines the grade and position on the University’s pay structure for all employees within Grades S1 to H5, for whom this policy applies.

The University acknowledges that on occasion, due to requirements, employees within existing roles may undertake part, or the whole, of a role at a more senior level. It is in the event of this occurrence that this policy would apply.

2. Scope

The aim of the policy is to set out clearly what is meant by Acting Up and Additional Responsibility Allowances and to establish guidelines for the appropriate payment which can be made when an employee is undertaking additional responsibilities outside of their normal role.

3. Definitions

3.1 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 twelve 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

3.2 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 which has been evaluated to be at a higher grade

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

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.

Employees should not be discouraged from voluntarily taking on additional duties in furtherance of personal development. An employee who chooses to take on additional duties, without being asked to do so, in furtherance of their personal development for a specific period which should not exceed 6 months would not be entitled to acting up or responsibility pay. Any such work being undertaken should be outlined in the Employee's Personal Development Review (PDR) indicating the anticipated personal development outcomes.

4. Approval Process

In the event a line manager identifies a need for additional responsibilities to be undertaken, then a REAP form would be required (unless a REAP for an existing vacancy has already been approved and

unfilled within the preceding 6 months) and must be approved in advance of the duties being undertaken.

The costs associated with additional responsibilities are detailed with the Payments section below.

Once the REAP has been approved, the post can be shared within the department/team from within which applicants can be expected to apply. For the purposes of fairness, should more than one employee be able to undertake the additional responsibility, an appropriate selection/recruitment process must take place.

To ensure equity and fairness consideration should be given initially to suitable employees within the area. Should suitable individuals not be identified then consideration should be widened to University wide.

5. Principles of Selection

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.

The selection process must be systematic and objective, and may include an application (expression of interest from internal candidates) and an interview.

Records should be kept of the process and the reasons for selection forwarded to Human Resources with the Decision Sheet.

6. Payment

6.1 Acting- up allowance

For the duration of the acting up period, the employee will be paid an allowance calculated on the difference between their current salary point and the **first point** of the evaluated grade for the role that they are carrying out 100% of the duties and responsibilities for.

In the event the employee is currently on a point that falls within the grade of the role (e.g. they are on the discretionary points of the grade below) then they will be paid an allowance calculated on the difference between their current salary point and the **next point** of the grade.

Where an employee undertakes 100% of the duties over a reduced work pattern (e.g. 0.5 full time equivalent – as a job share between two colleagues) then the allowance will be calculated on a pro-rata basis.

6.2 Additional responsibility allowance

The undertaking of any additional duties should not initiate in advance of confirmation from Human Resources in respect of the amount of the Acting up or Additional Responsibility Allowance, and the agreed term. In the first instance this should be discussed with the Human Resources Business Partner for the department, and where applicable advice sought from the Rewards. Please note that an allowance cannot be backdated other than on an exceptional basis with prior approval from Rewards and it is the managers responsibility to ensure that the role is not undertaken prior to approval being received.

The additional responsibility allowance payment will be calculated based on:

- the **percentage** of the duties and responsibilities being undertaken at the higher grade, and
- the difference between the employee's current salary and the **first point** of the evaluated grade based on the percentage of duties (or the next point should the employee already be within the grade)

If the additional responsibility is for a specific piece of work Rewards will advise on the amount of allowance which would be appropriate. This allowance will be calculated based on an assessment of the level of work i.e. complexity, size of responsibility – as comparable to other roles - and an estimation of the amount of time to complete the piece of work.

Following input from Rewards, the Human Resources Business Partner will confirm to the line manager what the allowance will be and this will be applied as an allowance each month for the agreed period of time.

7. Time limits and Review

Acting Up and Additional Responsibility Allowances are not indefinite payments, and should not normally be paid for a period of more than 12 months.

In exceptional circumstances, if there is a need to continue the additional payment beyond 12 months to a **MAXIMUM of 18 months** the remuneration should be reviewed by Human Resources (with advice from Reward) to ensure that it is at the right level. Any recommendation to change the level of remuneration may require a revised REAP if the period extends beyond the time frame agreed in the original REAP.

No acting up or additional responsibility requirement should extend beyond the maximum of 18 months. If the requirements continue, then the role should be considered as established, and a REAP be submitted for a permanent placement at the correct grade level, and a recruitment process may be required.

8. Sustainability

Improving our environmental performance and doing things in a more sustainable way should be seen as integral to our core business practices.

In line with our commitment to improving environmental and sustainable development performance, please be mindful if printing this document – keeping paper usage to a minimum (print only version), printing on both sides, and recycling.

9. Equality Statement

The University is an equal opportunities employer where all employees will be treated with dignity and respect. We are fully committed to equality, diversity, inclusion and human rights and to ensuring our culture, working environment, policies, processes and practices are free from bias. This policy is therefore positively committed in supporting all the Protected Characteristics within The Equality Act 2010 legislation and recognises the aims of our Equality, Diversity and Inclusion Policy (Employment).