

## Additional Responsibility Payments

This policy applies to:	
Members	No
Officers	Yes
Managers	Yes
Others	No

You must:

- Establish the reason for the additional responsibilities and determine how this will be covered
- Complete the Additional Responsibilities form and seek advice from HR where needed

**Further advice from:** the HR team, contact: [HRHelp@north-herts.gov.uk](mailto:HRHelp@north-herts.gov.uk)

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### 1. Definitions

#### **Additional responsibilities payment (ARP)**

- This payment is made in recognition of additional responsibilities taken on to provide cover for vacancies or long-term absence such as maternity leave or extended sick leave.
- Payment will relate to either the full range of duties (100% of the role) or for a partial percentage reflecting the duties being covered.

#### **Other Significant Additional Responsibilities (OSAR)**

- This payment is made in recognition of other significant additional responsibilities such as leading or supporting large corporate projects, shared services projects or taking on the management of another department temporarily.

#### **Both payments:**

- Should not be applied for covering annual leave or where there is a permanent change to the duty.
- Can be agreed for a minimum of 4 weeks and a maximum of 18 months.
- After 18 months a fixed variation of contract should be issued.

### 2. Guidance on payment and other terms and conditions

#### Additional Responsibilities

The payment provided should be the difference between the current scale point and the minimum of the grade being covered or where the spinal column points overlap, at one

spinal column above. There is some flexibility to pay at the next higher pay spinal column point if it is a limited payment and is critical to the cover needed.

#### Other Significant Additional Responsibilities

The level of responsibility will be assessed by the line manager and the payment should be based on between 1% to 10% of the employee's current pay (hourly rate).

Where a more senior role is being covered, which attracts a greater level of annual leave, the extra annual leave will only be allowed when the period of continuous cover qualifies for an increase of annual leave of a minimum of one day. Guidance on this will be provided by Human Resources.

Frequent car user payments, or Senior Officer car allowances payments are not included in the additional responsibilities' arrangements.

### **3. Approval**

The relevant approval form should be completed, with the payment amount calculated and confirmed by HR, and then approved by the relevant Service Director, or Managing Director, along with the HR Manager.

### **4. Reviews and increments**

Increment progressions are applied on 1st April each year. For those in receipt of an increment relating to their substantive role, the Additional Responsibility payment may need to be adjusted by HR to maintain an appropriate difference between the substantive scale point and the agreed scale point of the grade being covered.

### **5. Appeals**

- If the employee disagrees with the level of payment awarded for either ARP or OSAR they should discuss this with their Service Manager. Where this cannot be agreed, they can appeal to their Service Director, or the Managing Director in the case of a Service Manager or above.
- The appeal will be held at the earliest opportunity (whenever possible within 10 working days of the appeal being submitted in writing). The appeal decision will be communicated to the employee in writing and will be final.

### **6. Linked Policies and Procedures**

- Additional responsibilities payment (ARP) form
- Other Significant Additional Responsibilities (OSAR) payment form

### **7. Communication and Training**

- The manager should identify any training needs and ensure that appropriate training is provided.
- It will be the responsibility of the manager to ensure that an employee's existing job is adequately covered so that essential services are maintained.
- The Regular Performance Review (RPR) process should be used to discuss performance and progress relating to the additional responsibilities and reflect how this supports personal or career development.