



Additional Responsibility Payments

Purpose and Scope

1. This procedure has been devised to ensure that there is a consistent and fair approach to payment for covering long-term employee absence. Local government provides essential services and it is important to ensure that services are maintained. Some examples of long term employee absence are maternity leave, a vacancy, or extended sick leave of 4 weeks or over.
2. The Policy also sets out the process for other forms of additional responsibility. This would normally be for leading or supporting large corporate projects, shared services projects and other forms of temporary and significantly wider responsibilities such as taking on the management of another department temporarily.
3. Clearly the Council has a wide and demanding remit and using existing staff to cover important projects or other significant areas of responsibility is good for career development and is also likely to be more cost effective than taking on extra staff or specialists.
4. The procedure should be seen as supporting personal development and will be part of the Regular Performance Review (RPR).
5. It does not apply to covering annual leave or where there is a permanent change to the duty. Where there is a significant change to the role, the revised job description and person specification should be passed to Human Resources for job evaluation and any payment due will be backdated to the start of the new duties.
6. Where there is a vacancy, this procedure applies to the cover of either the full range of duties and responsibilities or a percentage of the duty being covered.

Applicable to:

ALL () Non-management (x) Management (x) Members ()

Grades:

Policy

Cover of Vacancies

1. Establish whether the full duty or part duty needs to be covered.
2. Where the person is of a higher grade than the job to be covered, seek authority for the cover from the Head of Service and Corporate Human Resources Manager.
3. If the cover is for the same or a lower grade, consideration should be given to the use of overtime.
4. Identify any training needs and ensure that appropriate training is planned and provided.

5. Establish what length of time it will be necessary to cover the duty for. The end date should be included on the Additional Responsibility Vacancy Cover Payment Form available on the intranet.
6. The minimum period of cover is 4 weeks continuous cover of full or part duty range. The payment will then be backdated to the beginning of the cover.
7. The maximum period of cover is 18 months. If the additional responsibility is set to continue beyond that, a fixed event variation of contract should be issued.
8. The Additional Responsibility Vacancy Cover Payment Form must be completed, authorised and passed to Payroll to record and pay the additional responsibility payment.
9. For the cover of a higher grade absence, the payment allowed 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. Consent needs to be sought from the relevant Head of Service and Corporate Human Resources Manager.
10. It will be the responsibility of the Head of Service to ensure that an employee's existing job is adequately covered so that essential services are maintained.
11. Where part of the duty is covered, the manager will need to assess what proportion of the duty is being covered. Payment will not be made for anything less than 10% of the duty being covered. The duties will be assessed in proportions of 10% and will be rounded up. For example someone at grade 5 assessed as covering 35% of a grade 6 post will be paid 40% of the difference between their monthly salary and the minimum of grade 6.
12. Where the employee covers a job of a higher grade that 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 should be sought from Human Resources.
13. The authority to cover a post and to determine the level of payment for cover of part of a duty will rest with the relevant Head of Service and the agreement of the Corporate Human Resources Manager.
14. If it is a Head of Service or above, the authority will rest with the Strategic Director and Chief Executive.
15. The Regular Performance Review (RPR) process should be used to regularly review progress for higher grade absence cover. It is important to do this because taking on additional responsibilities is a significant personal/career development step.

Other Significant Additional Responsibilities (OSAR)

1. There is no minimum period that this can be paid for but it is not to be used to cover annual leave or short term absences of other staff.
2. The maximum period of cover is 18 months. If the additional responsibility is set to continue beyond that a fixed event variation of contract should be issued.
3. The Other Significant Additional Responsibility Payment Form must be completed, authorised and passed to Payroll to record and pay the additional responsibility payment.
4. The payment for OSAR differs from the covering of a higher grade so cannot be calculated in the same way. The payment will be based on 1% to 10% of the employee's current grade pay rate. The other significant additional responsibility will be assessed by the Manager to see what percentage is paid.
5. It will be the responsibility of the Head of Service to ensure that an employee's existing job is adequately covered so that essential services are maintained.
6. Authority levels for the payment for OSAR will rest with the relevant Strategic Director or Chief Executive in consultation with the Corporate Human Resources Manager.
7. The Regular Performance Review (RPR) process should be used to regularly review progress. It is important to do this because taking on additional responsibilities is a significant personal/career development step.

Appeals

1. If the employee disagrees with the level of payment decided for the cover of all or part of a duty (Additional Responsibility payment) or the percentage agreed for an OSAR payment, they should in the first instance discuss this with their Head of Service. Where this cannot be agreed, there will be one opportunity to appeal to their Strategic Director. In case of Head of Service or Direct Reports to a Strategic Director, authority will rest with the Strategic Director and any appeal will go to the Chief Executive.
2. The employee will be entitled to be accompanied by an employee of their choice or a Trade Union Representative.
3. The appeal will be held at the earliest opportunity (whenever possible within 10 working days of the appeal being lodged). The appeal decision will be communicated to the employee in writing and will be final.

Relevant information:

Policies:

Standard documentation:

Additional Responsibility Vacancy
Cover Payment Form
Other Significant Additional
Responsibility Payment Form
Regular Performance Review (RPR)

Employment Law:

Other:

For further advice contact :

hrhelp@north-herts.gov.uk
Ext 4556.

Policy Review:

Policies are reviewed when there are changes in employment legislation, employment case law, good employment practice or when changes are deemed necessary through the application of the Policy.

Equality Analysis

Required

November 2016