

# Procedures

## Acting Up and Additional Duties

Procedures relating to:	Acting Up and Additional Duties
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**HERIOT-WATT UNIVERSITY**  
**Acting Up and Additional Duties Procedures**

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**PROCEDURES**

## 1 GUIDANCE FOR WHEN TO MAKE A PAYMENT FOR ACTING UP OR CARRYING OUT ADDITIONAL DUTIES

*Please note this guidance does not cover secondments which are covered by the University's Global Secondment Policy, available at: [Secondment Policy](#)*

There may, on occasion, be a requirement for a member of staff to temporarily carry out duties at a higher grade than their substantive role. Where an individual is temporarily taking on the whole role this would be called 'acting up'. Where the individual is only taking on some of the duties of the higher graded role this would be termed 'additional duties'. For example, if the duties are being shared by two different individuals. The requirement must be for a minimum continuous period of four weeks before an employee is eligible to receive any payment.

Where an employee carries out additional duties for periods of less than four weeks no additional payment should be made, however, a manager may wish to consider recognising the employee's contribution by awarding a local bonus if appropriate. Please refer to the University's Contribution Pay Procedures for further information, available at: [Contribution Board Procedures](#)

In cases of acting up to a higher grade for a continuous period of at least four weeks, for any reason other than annual leave, an employee required to carry out the full duties and responsibilities of the higher grade shall be remunerated in accordance with the grading of the post temporarily occupied. This will be in the form of an acting-up payment based on the difference between the individual's current salary and the first point of the higher graded post (or the next point up the scale if the member of staff is currently paid at a point which overlaps with the bottom of the higher grade). Where this would result in an annual acting up payment of less than £750 for covering the role full time then the annual acting up payment should be £750 per year.

Where the member of staff is required to undertake some, but not all, of the duties and responsibilities of a higher graded post any additional payment will be based on the extent to which the duties and responsibilities of the higher graded post have been undertaken and the length of time the work was carried out. To qualify for an acting-up payment, the additional duties taken on should be at least 20% of the higher graded role. This should be discussed with a Reward and Employee Engagement Consultant or the relevant HRD Partner on the basis of the duties and responsibilities being undertaken. For example:

1. Where the duties and responsibilities of a higher graded post are shared between more than one member of staff.
2. Where only a proportion of the duties and responsibilities of a higher grade post are carried out. For assessment to be realistic consideration should be given to the difference between the grade of the role holder and the grade of the higher graded post. For example, where the member of staff is continuing to carry out their own duties in addition to covering a proportion of the higher graded duties.
3. Where the member of staff is covering the duties and responsibilities of a post and the minimum grade is more than two grades higher than the person's current grade (as this would not be the norm).
4. Payments may also be considered in cases where there is no entitlement to an acting up allowance, but where an employee has performed duties outside the scope of their post over an extended period, or where the additional duties and responsibilities are exceptionally onerous but within the same grade.

The payment will be recalculated in line with pay awards annually on 1 August.

In all cases acting-up and additional duties payments should be time-limited to cover a specific, short-term requirement, and should not normally exceed 12 months' duration, however, should the acting up period continue beyond 31 December in the year it commenced, the allowance will be increased by the equivalent of an increment on the following 1 April.

Payments made for the period of acting up/performing additional duties are not pensionable. In addition, there would be no changes to other terms and conditions – pension scheme, annual leave, sick pay entitlement, notice period.

## **2 PROCEDURE FOR REQUESTING PERMISSION TO MAKE A PAYMENT FOR ACTING UP OR CARRYING OUT ADDITIONAL DUTIES**

Proposals for additional payments for acting up or carrying out additional duties must come from the relevant Head of School/Section. Authorisation for any additional payments must be agreed by the VMG using a CC1 Form prior to the work commencing. A copy of the University's CC1 Form is available at: [CC1 Change to Contract Form](#)

Where the additional payment is approved by VMG, Human Resources, (Reward and Employee Engagement Team) will write to the employee to advise them of the reason for the payment, the value of the payment and the period over which this will be paid.

Payments will be made at the end of each month in which the responsibilities were carried out, in line with normal Payroll arrangements.

## **3 PROCEDURE FOR APPOINTING SOMEONE TO ACT UP OR TAKE ON ADDITIONAL DUTIES**

An appointment to temporarily act up or carry out additional duties should be made available to all staff in the School/Directorate who meet the criteria to carry out the duties.

Opportunities should be advertised internally only, on the relevant networks for two weeks. This could be an email from the Head of School/Directorate to all the staff in their area. This should include:

- The title of the temporary acting up position
- What the role involves including the likely duration of appointment
- The criteria for appointment
- Details of the selection process that will be followed to determine who is the most suitable candidate to carry out the duties – normally this would be an interview with the Head of School/Section and one other person
- Confirmation that acting up/the opportunity to take on additional duties is open to all staff meeting the essential criteria for the role – including those who are part or full time and those working flexibly.

A record of all individuals who note interest should be made by the head of School/Directorate along with a list of who was interviewed, who was successful, who was not and why. This should be sent to Reward and Employee Engagement copied to relevant HRD Partner for the School or Section.

No one should be disadvantaged or prevented from applying for any role as a result of their age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation.

## 5 POLICY VERSION AND HISTORY

Version No.	Date of Approval	Approving Authority or responsible officer, as appropriate	Brief Description of Amendment
V1.2	7 December 2017	PSLB	To clarify the process formally and avoid inconsistency across the University