MANAGERS GUIDE

This guide explains the procedure for payment to an employee though either;

1. Honoraria

2. Acting Up

3. Secondment

This procedure has been developed to ensure that good management practice is implemented when employees are asked by management to undertake additional duties for a limited period of time, and to ensure the application of such arrangements are in accordance with the principles of equality of opportunity.

1. 1. Honoraria

The scope for Honoraria payment

A manager may consider granting an honoraria payment to an employee who undertakes duties which are outside the scope of their substantive post.

Reasons an Honoraria may occur

(a) When an employee carries out less than 100% of the duties of a higher level post.

Or

(b) When an employee carries out a one-off piece of project work

Where an employee undertakes additional work within the scope of their graded post, they will not be eligible for an Honoraria payment. The Manager can consider whether an overtime payment or time off in lieu (TOIL) should be granted. This should all be agreement with the Head of Service.

An Honoraria payment is for a minimum period of 4 weeks and limited to 6 months, requiring sign off by the Head of Service. Extensions past 6 months also require Head of Service sign off. Extensions past 12 months require Group Director sign off. The Group Director should obtain advice from Operational HR for extensions past 12 months.

The reason for the payment and the duration of the arrangement should be given by the Line Manager and agreed with the Head of Service. It should be specified that the tasks are not part of the normal fluctuating demands of the post.

Confirmation should be given that funding is available from the Service Area budget since there is no contingency provision for Honoraria payments. The Cost Centre must be recorded for Finance and Audit purposes. Where additional duties are shared between employees, the Honoraria payment should be proportionate to their respective role.

Calculation of Honoraria payment

It is important to consider the most cost effective method of payment employees for performing additional duties.

For special project work the actual duties involved should be listed and the percentage of time envisaged to carry out the project. Where the duties to be undertaken are not those outlined in the substantive Job Profile an evaluation should be made by Operational HR using the Council's current Job Evaluation Scheme.

It is important to differentiate between project work which is already included as a feature in the employee's job profile and for those when an honoraria would not be appropriate.

An honorarium payment figure is the difference between the current salary of the post holder and lowest spinal column point within the higher grade.

Example of the calculation of an Honoraria payment:

APTC3 sp 15 = 17,808

APTC5 sp22 = £21,375

Difference is £3,567

x by percentage if (50%) = 1783.50 per annum

divided by 12 months = 148.63 per month.

Once the decision has been taken please complete the Honoraria form and send it to sharedservices for the attention of Transactional Team 4 (HR)

LINK TO FORM

2. Acting Up

The scope for Acting Up

· The urgent need to cover a post

· The temporary nature of this requirement

· The competence of existing employees to undertake this work

Reasons an Acting Up may occur

· Maternity Leave

· Long-term absence

· Vacant Post (during the recruitment process)

· Special project and time limited posts

To fill an Acting Up post the employee will undertake 100% of the duties of the higher graded post and be paid at the appropriate lowest spinal column point of the grade of the post. It will be for a minimum of 4 weeks and maximum of 6 months and signed off by the Head of Service. Extensions past the 6 months will require Group Director sign off. Where is is intended that the post will be extended past 6 months the Group Director should obtain advice from Operational HR.

The employee will be issued with a temporary revision of contract appointed on the salary and conditions of the acting up post. At the end of the arrangement the employee must revert to their substantive post.

Options to fill post through Acting Up

Managers should firstly consider the relative merits of acting up by redistributing duties.

The manager may consider sending out an expression of interest communication for a minimum of five working days, within the Service Area requesting employees who are interested provide a Supporting Statement against the Job Profile. Shortlisting and interviewing will take place to assess the employees suitability for the Acting Up.

The Manager may consider making an external temporary appointment if it is determined that suitable internal arrangements cannot be made. This will be carried out in line with the Council's recruitment procedure and the Recruitment and Selection Policy.

If a vacant post is not being advertised in the normal way, i.e. because of a pending restructure, the reasons should be agreed in advance by the Head of Service.

Once the decision has been taken please complete the Amendment to Contract Form and send it to:

Sharedservices for the attention of Transactional Team 4 (HR)

3. Secondment (policy currently in draft under review) AUGUST 2012

The scope for Secondment

The urgent need to cover a post

The temporary nature of this requirement

The competence of existing employees to undertake this work

Reasons a Secondment may occur

Maternity Leave

Long-term absence

Vacant Post (during the recruitment process)

Special project and time limited posts

To fill a post using a Secondment the employee will undertake 100% of the duties of the post and be paid at the appropriate lowest spinal column point of the grade of the post. It will be for a minimum of 3 months and a maximum of 12 months and requires sign off by the Head of Service. Extensions past 12 months will require Group Director sign off. Where is is intended that the post will be extended past 12 months the Head of Service should obtain advice from Operational HR.

The successful candidate will not be required to give formal notice in accordance with their contract of employment, but should be released to take up the Secondment as soon as is reasonably possible.

The employee will be issued with a temporary revision of contract appointed on the salary and conditions of the vacant post. At the end of the arrangement the employee must revert to their substantive post.

Options to fill a post using a Secondment

Managers should firstly consider the relative merits of advertising a Secondment by redistributing duties.

The manager may consider sending out an expression of interest communication for a minimum of five working days, within the Service Area requesting employees who are interested to provide a Supporting Statement against the Job Profile. Shortlisting and interviewing will take place to assess the employees suitability for the Secondment.

The Manager may consider making an external temporary appointment if it is determined that suitable internal arrangements cannot be made. This will be carried out in line with the Council's recruitment procedure and Recruitment and Selection Policy.

Once the decision has been taken please complete the New Starter/Internal Transfer Form send to:

Sharedservices for the attention of Transactional Team 4 (HR)