

8.09 Payment for Temporary Service in a Higher Grade (Deputising Allowance and Temporary Promotion) v5

This policy sets out guidance on payment to all non-industrial Civil Servants who undertake temporary service at a higher grade, sometimes called 'acting up'. If applicable, you may receive the payment of either a deputising allowance or alternatively temporary promotion terms. In the SCS temporary promotion terms should be applied.

- Guidance on when Departments may make arrangements for payment for taking on the duties of a higher grade -Section 2.1 Payment for Undertaking the Duties of a Higher Grade
- Temporary promotion terms are set out in Section 3 Temporary Promotion Terms
- The terms for receiving Deputising Allowance are set out in Section 4 Deputising Allowances
- The rules on how to decide which method to use are set out in Section 5 Determining the Method of Payment for Undertaking Duties in the Higher Grade
- How to calculate pay in the case of grade skipping, that is if you take on the duties of a post two or more grades higher, is set out in Section 6 Grade Skipping
- Guidance on how your pay will be treated if you have been on temporary promotion and are then substantively promoted to that grade, either while still on temporary promotion or on re-promotion, is found in Section 7 Repromotion
- Departmental discretion on the arrangements for flexi leave when acting up is set out in Section 8 Flexible Working Hours

The following terms within this policy are defined in the glossary:

There are no defined terms associated with this policy.

You may also be interested in the following policies:

8.02 Payment of Pay, 3.11 Hours and Attendance, 8.30 Starting Pay on Transfer to a New Grade

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1 Introduction

1.1 This policy provides guidance in relation to the remuneration of non-industrial staff (including Senior Civil Servants) if you undertake temporary service in a higher grade either through a deputising or temporary promotion (TP) arrangement. This section should be read in conjunction with the policy on Career Opportunities and Promotion (1.05).

1.2 When you temporarily undertake the duties of a higher grade (also referred to in this section as “acting up”) you may be recompensed through either the payment of a Deputising Allowance or the application of temporary promotion terms.

1.3 It should be noted however that Deputising Allowance is not applicable in the Senior Civil Service (SCS). In all cases therefore, temporary promotion terms should be applied where you are below Senior Civil Service level and are required to undertake temporarily the duties of an SCS post, or where, as an existing member of the Senior Civil Service, you temporarily undertake the duties of a higher grade within the SCS.

2 Payment for Undertaking the Duties of a Higher Grade

2.1 Departments may make arrangements which involve payment for undertaking the duties of a higher grade where:

- there is a vacant or temporary post in the higher grade or an officer is absent for any reason; and
- it is more efficient or necessary in relation to wider management objectives for the work to be undertaken by one person rather than shared among other members of staff as part of their standard duties or left to await the return of the absent officer.

2.2 If you undertake the duties of a higher grade you must be competent to take on the duties and responsibilities which would have been undertaken by the absent member of staff; in other words you should be deemed fitted for promotion to the grade into which you are to act up (see section 1.05 Career Opportunities and Promotion).

2.3 If you have an unacceptably high sick absence you will be excluded from consideration for temporary service in a higher grade.

2.4 Payment for undertaking the duties of a higher grade take one of two forms:

- a. treating you as if you had been promoted – in other words you are temporarily promoted and remunerated as if you had been substantively promoted (section 3 below); or

- b. paying a Deputising Allowance (section 4 below).

3 Temporary Promotion Terms

3.1 If you receive temporary promotion terms for undertaking the duties of a higher grade you:

- will receive the rate which would have been paid if you had been substantively promoted to the grade (see policy 8.30 Starting Pay on Transfer to a New Substantive Grade for guidance on calculating pay on promotion);
- will take on the conditions of service of the higher grade during the period of acting up. This includes overtime, leave and subsistence rates;
- may be eligible for pay awards in the higher grade.

3.2 Non-working days will attract the higher pay if they fall within a period of paid temporary promotion.

3.3 If the period of temporary promotion ends on a Friday, the final weekend will be included provided the total period would then be brought to one whole seven-day week, or a multiple of such weeks.

3.4 The rules in relation to pay awards in the higher grade if you are temporarily promoted are set out in policy 8.01, Pay Award System.

4 Deputising Allowances

4.1 Where a Deputising Allowance is paid rather than temporary promotion terms:

- the Allowance should be a pensionable allowance of 9% of the lower grade payscale maximum. This figure increased from 8% with effect from 1 August 2008 as a result of the 2008 pay award. Deputising Allowance is paid in addition to your substantive salary. The Allowance will not reckon for the calculation of overtime, Shift Disturbance Allowance and starting pay on promotion;
- Deputising Allowance should be paid over five days using daily rates for the net hours worked. The methodology to be used is to take 9% of the lower payscale maximum and divide by 261 to determine the daily rate. If you are part-time, the daily rate would be divided by 7.4 to determine the hourly rate and multiplied by the number of net hours worked;
- other conditions of service for the higher grade do not apply. When Deputising Allowance is paid you are not eligible for pay awards in the higher grade;
- there should be no qualifying period for the payment of Deputising Allowance.

4.2 Arrangements for deputising in the Northern Ireland Office mirror those in the NICS Departments however payment is based on an hourly rate per half or full day worked at the higher level.

5 Determining the Method of Payment for Undertaking Duties in the Higher Grade

5.1 Deputising Allowance will be paid for a maximum of one month – thereafter it will automatically be replaced by temporary promotion terms if the period of acting up is to continue. Where Departments know from the outset that the period of temporary service in the higher grade will last longer than one month, then temporary promotion terms should be implemented at the outset.

5.2 Departmental Personnel Branches and line managers will liaise when identifying the appropriate remuneration arrangements for acting up.

5.3 There is no entitlement to a mark-time arrangement when a period of deputising or temporary promotion comes to an end.

6 Grade Skipping

6.1 When calculating your pay when you are undertaking the duties of a post two or more grades higher than your substantive grade, the skipped grade is ignored.

6.2 This means that if a Deputising Allowance is considered to be appropriate, the allowance will be calculated as 9% of the lower (substantive) grade scale maximum.

6.3 If temporary promotion terms are being applied, pay will be calculated by applying the more favourable of the pay scale minimum for the grade in which you are to be temporarily promoted or the point on the higher grade pay scale at least 9% higher than your existing pay point (10% in the Northern Ireland Office).

6.4 Where you are currently on temporary promotion and are required to act up to a higher grade (for example an EOII on TP to EOI is required to act up to Staff Officer), again the skipped grade is ignored and remuneration is based on the substantive grade salary. If however the result of the new pay on promotion calculation is lower than your existing temporary promotion salary, this higher rate of pay may be retained instead.

7 Repromotion

7.1 If you have been on temporary promotion to a higher grade and are subsequently substantively promoted into the same grade you should have pay treated as follows:

- a. where you are substantively promoted to a grade in which you are currently temporarily promoted, you will not be disadvantaged in financial terms. You

should therefore retain your existing (TP) rate of pay on a substantive basis if this is more favourable than recalculation of starting pay on promotion;

- b. where you are substantively promoted into a grade in which you previously served in a temporary promotion basis, but have reverted to your lower grade prior to the substantive promotion, then the repromotion rules set out below apply.

7.2 Where you have gained a pay award whilst on temporary promotion in the higher grade, starting pay on re-promotion to that grade is at least the point on the payscale you occupied when you were last on temporary promotion. Thus if the pay point reached when previously on temporary promotion was point four, repromotion will be to point four (assuming that the pay scale has not been re-numbered) if normal pay on promotion terms are less favourable.

7.3 You have no entitlement to promotion rules that operated prior to the date of your substantive promotion or the current period of temporary promotion. You are only entitled to be placed on a point on the higher grade pay scale that you had reached in previous periods of temporary promotion if you received a pay award in the higher grade during the previous period of temporary promotion.

7.4 Paragraphs 7.2 and 7.3 are not applicable if you work in the Northern Ireland Office.

8 Flexible Working Hours

8.1 Departments have discretion (subject to policy 3.11, Hours and Attendance) as to the credit leave arrangements that will apply when the absent officer or when you, acting up to the higher grade, normally works flexible hours.