

8.20 Supervisory Allowance

This policy sets out the rules for the payment of allowances to officers who are responsible for organising and overseeing the work of other members of the same grade and allowances for members of certain other grades who are granted Departmental Allowances for specified duties.

- The rules relating to supervisory allowance are set out in Section 2 Supervisory Allowances – Criteria for Payment
- Guidance on Departmental allowances is set out in Section 3 Departmental Allowances for Specified Duties
- The status of supervisory allowance for pension and other payment purposes is addressed in Section 4 Status of Supervisory Allowance and Departmental Allowances

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

Supervisory Allowance and Revalorisation

You may also be interested in the following policies:

8.09 Temporary Service in a Higher Grade,

This policy is version 4.0.

For a printable version please click the icon. Please make sure that your printed version is current with the one on this portal.

This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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1 Introduction

1.1 This policy sets out the rules for the payment of allowances if you are:

- a. responsible for organising and overseeing the work of other members of the same grade;
- b. a member of certain other grades who are granted Departmental Allowances for specified duties.

2 Supervisory Allowances – Criteria for Payment

2.1 Differences in levels of responsibility are normally recognised by grading. Departments may however pay a Supervisory Allowance (previously known as Responsibility Allowance) if you have a clear and appreciable responsibility for organising and overseeing the work of other members of the same grade.

2.2 It is for Departments to decide if a Supervisory Allowance is merited and to ensure that if you are carrying out such a role you are appropriately skilled to do so.

2.3 If it is agreed that the criteria for payment of a Supervisory Allowance are met (as set out in paragraphs 2.1 and 2.2 above), a pensionable Supervisory Allowance may be paid up to a ceiling of 5% of your basic pay.

2.4 Payment of a Supervisory Allowance will not affect the conditions of service which attach to the substantive grade.

2.5 Payment of a Supervisory Allowance will cease immediately when your extra responsibilities come to an end.

3 Departmental Allowances for Specified Duties

3.1 Departmental Allowances for specified duties, set up under this section, are subject to the approval of the Department of Finance and Personnel.

3.2 Where a Department seeks to introduce a Departmental specific allowance, a full business case must be developed and approved internally before being forwarded to the Department of Finance and Personnel (Pay and Grading Unit) to be considered for approval.

3.3 Where an Agency seeks to introduce an Agency specific allowance, a full business case must be developed and approval obtained from the parent Department before submitting the case to the Department of Finance and Personnel (Pay and Grading Unit) for consideration for approval.

3.4 A Department/Agency will consult with Trade Union Side at Department/Agency level when seeking to introduce a new Departmental or Agency specific allowance.

3.5 Departments and Agencies have responsibility to review Departmental and Agency allowances and revise these if they consider it to be appropriate. Any increase to Departmental allowances should be based on the revalorisation rate applicable for the corresponding pay settlement, which is a matter for negotiation through the Central Whitley Council machinery.

3.6 Responsibility for revising, if appropriate, central (that is non-Departmental) allowances continues to lie with the Department of Finance and Personnel (such as typing allowances, On-call and Stand-by allowances and the like.)

4 Status of Supervisory Allowance and Departmental Allowances

4.1 Unless otherwise stated these allowances, where paid on a regular and continuing basis, are reckonable for overtime, superannuation, starting pay on promotion and in some circumstances subject to deduction for Widows and Dependants contributions. They are payable when you are on paid absence. They are reviewed in their own right and are not affected by central pay increases or pay schemes.

4.2 The calculation of salary and hourly rates for shift allowance and overtime are inclusive of these allowances.

4.3 Where other pay related allowances are paid on a regular basis they are also taken into account in the calculation of overtime pay.