

Acting Up, Partial Acting Up & Honoraria



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Contents

Section	Title	Page
1.0	Introduction	2
2.0	Full Acting Up (previously temporary responsibility)	2
3.0	Partial Acting Up (previously honoraria)	2
4.0	Honoraria	2
5.0	Overtime	3
6.0	Approvals	3

1.0 Introduction

The following are guidelines for payments made where an employee takes on the full duties or a percentage of duties at a higher level. They are based on the provisions of the Green Book.

2.0 Full Acting Up (previously referred to as Temporary responsibility)

Where an employee takes on the full duties of a higher graded post, they will be entitled to payment at the rate applicable to the higher graded post. A payment to reflect Full Acting Up will come into effect once the role has been undertaken for a period of 4 weeks, backdated to the date the duties commenced.

A temporary responsibility 'allowance' will no longer be paid; rather the employee will need to be moved out of their substantive role and into the role and grade/pay range applicable to the post they are covering. To do this you will need to go to: ERP Gold > Personnel > Appoint an internal mover. On the employment tab the option 'Full Acting Up' should be selected from the Type of Transfer dropdown box as well as the 'To Cover Acting Up' from the Reason for Fixed Term dropdown box.

The employee's salary will be moved to the bottom of the grade for the higher level job or increased by 1 increment if the employee's salary falls within the pay range of the grade for the job.

3.0 Partial Acting Up (previously referred to as Honoraria)

Where only a proportion of the higher graded tasks are being undertaken, then A Partial Acting Up Allowance is payable. The amount of the Partial Acting Up will not be as high as a Full Acting Up payment because only a percentage of the higher graded job is being undertaken.

The Partial Acting Up is calculated in the same way as for a Full Acting Up (i.e. difference between an employee's current pay point and first pay point of the higher graded post), but only a percentage of that amount is payable, depending on the proportion of the higher graded tasks being undertaken.

To arrange to have this paid go to: ERP Gold > Personnel > Pay a Partial Acting Up.

4.0 Honoraria

An Honoraria may be applicable in situations where it is necessary to recognise a piece of work / additional responsibility which is beyond the normal grade/level of the employee concerned where there is no evaluated role against which to assess the appropriate payment. A figure that is regarded as fair and equitable when considered against the nature of the work undertaken, should be discussed and agreed with your HR Business Partner.

Please note that the term Honoraria can refer to either a one-off lump sum payment or a series of monthly payments. If the payment is to be made as a one-off lump sum this should only payable in arrears, i.e. once the task / work has been completed.

Monthly payments can be made on an ongoing basis and it is important to clearly state the dates of payment on the Business Case section of the Pay an Honoraria form on ERP. If requesting monthly payments, please ensure that the monthly amount is quoted in the Funding section of the form. To arrange payment, go to: ERP Gold > Personnel > Pay an Honorarium.

Overtime

Where the additional responsibilities and duties entail a significant degree of planned overtime, then overtime payment may be made in addition, at the appropriate rate.

Approvals

All the above payments are subject to the approval of the Service Director.

