



The Highland
Council
Comhairle na
Gàidhealtachd

Employees Temporarily Undertaking Higher Duties

1 September 2010

This standard scheme will be introduced for all employees and will replace the existing 'APT&C' and 'Manual Workers' schemes. The scheme comprises the following:

Where, for reasons **other than** absence on normal holiday, an employee is directed, for a continuous period exceeding four weeks, to temporarily undertake either in whole or in part the duties of a post, the grade of which is higher than the employee's own grade, the Council shall grant any such employee an acting up allowance, determined with regard to (a) the salary scale for the higher post, (b) the extent of the additional duties and responsibilities expressed as a percentage; and (c) the period for which these are undertaken.

Once the qualifying period of four weeks has been satisfied, the allowance will be paid with effect from the day on which the employee was required to undertake the duties of the higher post.

In exceptional circumstances, where supervisory arrangements have to be put in place immediately for operational/ service delivery reasons and an employee is required to undertake the full responsibilities of the higher grade post, the employee will be paid the rate of pay for the higher graded post after 1 day. Such arrangements will require the specific approval of the Service Director in consultation with the Head of Personnel.