

Procedure for Employees Undertaking Temporary Higher Duties

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1. Scope

These arrangements apply to all Highland Council employees who are covered by the Scottish Joint Council (SJC) for Local Government conditions with effect from (date) and replace the previous procedure on Employees Temporarily Undertaking Higher Duties dated 1 September 2010 as well as any local or Service specific arrangements and agreements in place at the time of implementation of this policy.

2. Definition

These arrangements are relevant where an employee agrees to carry out the full responsibilities and duties of a vacant higher graded post on a short term temporary basis (temporary acting up).

Acting up arrangements may be considered where there is a need to cover short periods of a post holder's absence which are normally not longer than three months; in exceptional circumstances when long term sickness absence is the reason for the acting up requirement this period may be extended.

3. Procedure

An employee may be asked to act up into a higher graded post by their Head of Service or Service Director or appropriate nominated manager.

4. Eligibility Criteria

Where the higher graded post **must** be filled in order not to significantly disrupt service delivery and its grade is not higher than HC06, the employee will be eligible for the payment of the acting up allowance for any number of days and from the first day of carrying out the higher graded duties. The acting up allowance should be the equivalent of the difference between the employee's current salary and a point of the higher grade scale as long as this differential is at least 10% more than the employees current grade/point per hour.

Where not filling the higher graded post for a short period is likely to allow continuous delivery of services at an acceptable level, and/or the grade of the post is HC07 or above, eligibility for the payment of the acting up allowance is conditional upon the following:

- The acting up period is at least four weeks but less than three months (unless in unforeseeable circumstances where long term sickness absence or recruitment difficulties is the reason for the acting up arrangement).
- The reason for acting up is not to cover a period of planned leave, e.g. covering a manager's annual leave

Subject to all of the above conditions being met the employee will be eligible for an acting up allowance payable following the completion of the qualifying period of four weeks but backdated with effect from the day on which the employee was required to undertake the duties of the higher post.

Unless unforeseeable/exceptional circumstances as set out above are agreed, where a post requires to be covered for a period of more than three months this should be advertised internally as a fixed term opportunity, subject to normal recruitment approval and advertising processes.

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