

Acting up guidelines

Payable when an employee undertakes work, which carries a higher grading than the substantive grading of that person's post. Where 100% of the duties and responsibilities are undertaken the rate of pay for that job will be payable from the day on which the duties and responsibilities were taken on, but will be subject to a minimum of one month working at the higher responsibility level this payment will be backdated.

- Acting up will only be considered in exceptional cases and will require Heads of Service/Management Team approval as appropriate. An employee should not act up in the post for more than 12 months. If a longer period is required a 'secondment' arrangement should be put in place, although the Heads of Service/ Management Team as appropriate must agree this. Acting up cannot be used to cover annual leave or short-term absences of less than one month.
 - Payment will be based on the minimum SCP of the acting up grade. If the employee's SCP* already falls within the acting grade they will be placed on the next highest SCP within that grade.
 - Where only a proportion of the position is being 'acted up' into, a pro rata payment will be made which reflects the percentages of the duties and responsibilities being undertaken, based on the minimum SCP of the acting up grade. If the employees SCP* already falls within the acting grade they will be based on the next highest SCP within the new grade.
- * **Does not include any payment protection, which the employee may be under. Payments will be based on the grade that the employee is acting up into. When an employee is in receipt of payment protection no additional acting up payment will be made, unless the minimum SCP of the acting up grade exceeds the employees current rate of payment protection.**