



GUIDANCE ON HIGHER GRADED DUTIES PAYMENTS

INTRODUCTION

Higher graded duties payments can be used as a short term measure to allow managers to deal with issues including:

- Long term sickness absence
- Temporary requirement for an employee to take on additional duties
- Management of service delivery while recruitment is underway

The opportunity to undertake the duties of a higher graded post can provide significant career and skills development for employees, which can considerably benefit both individuals and the Council when future opportunities for promotion arise.

It is therefore important that such opportunities are offered fairly, objectively and in line with the Council's Diversity and Equality policy.

GUIDANCE

Terms & conditions	<p>In normal circumstances employees covered by the EP&M terms and conditions of employment become eligible for a higher graded duties payment on completion of four weeks in the higher graded post.</p> <p>Once the qualifying period has been satisfied the allowance will be paid from the date on which the employee started doing the duties of the higher graded post.</p>
Duration of higher graded duties payments	<p>Higher graded duties payments can be made for a maximum of 6 months.</p> <p>Any extension to such an arrangement needs to be approved by the Head of Human Resources & Customer Service (HR & CS).</p>
Criteria for selection	<p>Details of the higher graded duties should be circulated to relevant employees and they should be asked to register their interest in undertaking the duties. If only one employee registers their interest then they, if appropriate, should be assigned the additional duties. If more than one employee registers an interest then the Line Manager will decide which one of the following options is the best course of action in the circumstances:-</p> <ul style="list-style-type: none">• Interview all interested employees and appoint one based on who best meets the essential criteria of the higher graded post.• Allocate duties on a percentage basis (i.e. divide the responsibilities



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	<p>between the number of interested employees).</p> <ul style="list-style-type: none">• Allocate duties on a rota basis (e.g. monthly/bi-monthly).
Calculation of payment	<p>The calculation of the higher graded duties payment should be based on the same principle as the employee being promoted to the post. That is, the payment is based on the first point of the grade of the higher graded post.</p> <p>If more than one employee is sharing the duties of the post the appropriate percentage payment is calculated. This can lead to an employee receiving a different payment from their colleague if they are on a different point on the grade for their post.</p> <p>If an employee is undertaking less than 100% of the duties of the higher graded post, the appropriate percentage payment is calculated based on the difference between the lowest point of the grade of the higher graded post and the employee's basic rate of pay, multiplied by the percentage of the duties of the higher graded post being undertaken.</p> <p>Higher graded duties payments are made a month in arrears e.g. for a higher graded duties arrangement which starts on 1st October, the employee will receive their first payment under this arrangement at the end of November.</p>
Process for payment	<p>The AUTHORISATION FOR HIGHER GRADED DUTIES PAYMENTS form should be completed by the requesting manager, signed off by the relevant Head of Service and then sent to the HR Service Centre for processing.</p>
Filling a vacancy on a permanent basis	<p>The higher graded duties arrangement should NOT be used as a substitute for the normal recruitment procedures to fill a post. Higher graded duties should only be used for circumstances such as cover for long term sickness absence, lead in time to appointments being taken up and cover prior to an imminent organisational change (i.e. the change will occur within 6 months). Should the post be vacant at the end of the higher graded duties arrangement then the normal recruitment process should be followed.</p>

Further advice on higher graded duties payments is available from the HR Service Centre: AskHR@aberdeencity.gov.uk or (81)3939.