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| **AUTHORISATION FOR HIGHER GRADED DUTIES PAYMENTS** |

Note: To be forwarded to Talent@aberdeencity.gov.uk when completed/signed by the employing Function.

|  |  |
| --- | --- |
| 1. | Employee and current post details |
|  | Employee Name | Employee No. | Function/Cluster |
|  |  |  |
|  | Job Title | Job No. | Grade | Hourly Rate |
|  |  |  |  |
|  | Name of Line Manager |  |
| 2. | Details of post associated with the higher graded duties which will be covered by this employee |
|  | Job Title | Job No. | Grade  | Hourly Rate  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **3.** | **Higher Graded Duties** |
| Effective Dates (cannot be more than 6 months) |  **Start**  | **End** |
|   |  |
|  | % to be applied for Higher Graded Duties |  **%** |

|  |  |
| --- | --- |
| 4. | **Justification for Recommendation** (or for extension beyond 6 months to a previously agreed arrangement): |
|  |

|  |  |
| --- | --- |
| 5. | Have other means of covering the higher graded duties been considered Yes/No |
| 6. | What selection process was used to identify the successful individual?  |
|  |   |
|  |  |
| 7. | What plans have been put in place to bring this arrangement to an end?  |
|  |  |
| 8. | Authorisation by Chief Officer (please sign and print your name and provide a suitable contact number in case of queries)I authorise processing of the above higher graded duties payment. |
|  |  | Chief Officer (Sign) |  | Date  |
|  |  | Chief Officer (Print) |  | Ext No. |
|  |
| **P&OD Check** |
| P&OD Adviser – Name |  | Date |  |  |
| P&OD Team Manager - Name |  | Date |  |  |

**NOTES ON PROCESS AND COMPLETION OF FORM**

**PROCESS**

Higher graded duties payments will not be authorised unless submitted on this form. The form should be completed by the Function and sent to Talent@aberdeencity.gov.uk for review.

The approved form will be sent to the HR Service Centre for processing, and a copy will be placed in the employee’s personal file. The HR Service Centre will confirm the arrangement by letter.

**COMPLETION OF FORM**

1. **Employee and Current post details**

Complete this section of the form giving details of the employee who is to receive the higher graded duty payment as well as details of their current post

1. **Details of post associated with the higher graded duties which will be covered by this employee**

Complete this section giving details of the post which would normally be associated with the higher graded duties which the employee will be taking on. For example, if the payment is to undertake the duties of a vacant post, give details of the post which is vacant.

1. **Higher Graded Duties**

Note that a higher graded duty arrangement can only be approved for a six-month period. In exceptional circumstances where an extension to the initially approved period is required a new form will have to be completed giving full details of the justification for that extension.

Where the employee will be covering a proportion of the duties of a higher graded post, please indicate what percentage of the higher graded post duties will be covered.

1. **Justification for Recommendation** (or for extension beyond 6 months to a previously agreed arrangement)

This box must be completed in every case, giving a clear explanation as to the background and reasoning for the request.

1. You are required to confirm that alternatives to a higher graded duty payment (for example secondment or re-distribution of duties across suitably graded employees) have been considered.
2. **What selection process was used?**

A fair and transparent process must be used to select the employee(s) who will carry out the higher graded duties. Examples might include asking for noted interest forms to be completed followed by holding assessment meetings with individual employees to determine which of them would be best suited to taking on the higher graded/additional duties.

If the form is being completed for authority to extend a previously approved arrangement, then it is not necessary to restate the selection method used. In that case complete this box by inserting “Extension”.

1. **What plans have been put in place to bring this arrangement to an end**

Use this section to record how you intend to bring this arrangement to an end, for example by recruiting to a currently vacant post.

If you have any queries regarding the completion of this form, please contact the Talent Team on Talent@aberdeencity.gov.uk