



Keele University

POLICY AND PROCEDURE FOR THE USE OF ACTING-UP ARRANGEMENTS

Human Resources Department

Lead Director: Director of Human Resources and Student Services
Date ratified by Council:
Policy issue date:
Policy to be reviewed every 2 years. Review date: December 2012, December 2014 Date of next review: 2017/18

1. APPLICATION AND SCOPE

- 1.1 This Policy and Procedure applies to all staff and all roles within the University with the exception of the roles of Head of School, Research Institute Director and Faculty Research Director. The appointment of Acting Head of School/Acting Research Institute Director/Acting Faculty Research Director and payment of any associated allowances will be in accordance with the University's Procedure for the Internal Appointment of Heads of Schools, Research Institute Directors and Faculty Research Directors.
- 1.2 Acting-up is where a member of staff covers the duties and responsibilities of a more senior member of staff for an agreed period of time.
- 1.3 Acting-up opportunities may arise where cover is required for an extended period of sickness absence, maternity leave/additional paternity/adoption leave, other extended periods of leave (but not annual leave). Acting-up opportunities may also arise to cover vacant posts while the recruitment process is being undertaken.

2. PAYMENT OF ACTING-UP ALLOWANCES

- 2.1 Acting-up allowances are normally paid when a member of staff is asked to cover the duties and responsibilities of a more senior member of staff for an agreed period of time.
- 2.2 Staff undertaking an acting-up opportunity will be paid at the first point of the grade on which the more senior role sits. Payment will be in the form of an allowance which will be calculated as the difference between the member of staff's salary point and the salary paid on the first point of the grade on which the more senior role sits.
- 2.3 If the member of staff receives an annual increment while undertaking a period of acting-up, the allowance payable will be re-calculated at that time taking into account the member of staff's uplifted salary point.
- 2.4 If a member of staff is covering part of a more senior role the acting-up allowance will be calculated on a proportional basis.
- 2.5 Acting-up allowances are non-superannuable.

3. DURATION

- 3.1 Acting-up opportunities will normally be for at least 4 weeks and will not normally exceed six months' duration in the first instance. However, acting-up arrangements may be extended.

4. PROCEDURE

- 4.1 Before considering an acting-up opportunity, managers should consider alternatives such as whether the duties of the post can be re-organised/shared, whether some elements of the role can be put on hold, whether the post could remain vacant, whether a secondment may be more appropriate (see Secondment Guidance document) where the opportunity is longer-term, etc. Managers should discuss the arrangements they are proposing to put in place with Human Resources.
- 4.2 Acting-up to a more senior role for specified period of time is a valuable opportunity for staff to develop new skills, knowledge and experience. It is important that such

opportunities are advertised to suitable staff and that a fair and transparent selection process is undertaken. Consideration must be given to establishing broad criteria for establishing 'suitable' staff, e.g. working at a certain grade, possession of particular skills, knowledge, experience, etc.

- 4.3 Except where there is in place a clear deputising role, acting-up opportunities should be notified to staff within the Unit initially. Managers must ensure that staff absent from the workplace (e.g. on maternity leave) are advised of the acting-up opportunity. Staff should be asked to submit an expression of interest along with a short statement of suitability for the acting-up role. Where more than one member of staff expresses an interest the manager may need to hold short, informal interviews.
- 4.4 If there are no suitable staff within the Unit the manager may wish to consider whether there are any suitable staff within the wider Faculty/Directorate. However, as this could create a temporary vacancy in another Unit the manager should discuss this with the relevant managers before advertising the acting-up opportunity. Individuals from outside the immediate Unit who are considering applying for an acting-up opportunity must discuss this with their line manager before submitting an application.
- 4.5 Where a member of staff is to undertake an acting-up role, the manager must complete a contract variation form (CVF) and arrange for it to be fully approved. Human Resources will confirm the acting-up arrangement in writing to the member of staff and to Payroll.

5. PRESERVATION OF RIGHTS

- 5.1 Nothing in this procedure will in any way detract from or impinge upon an individual member of staff's statutory employment rights or those contained in the Charter and Statutes of the University. Where changes to a statutory provision, or to the University Charter and Statutes, affect this procedure, the University retains the right to amend the procedure accordingly.

6. REVIEWING PROCEDURE

- 6.1 The operation of this policy and procedure will be reviewed by the HR Department in consultation with Trades Unions at least every two years.
- 6.2 The University will ensure equality monitoring of acting-up arrangements is undertaken.