

ACTING-UP ARRANGEMENTS POLICY AND PROCEDURE

1. INTRODUCTION

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.

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.

1.1 Purpose

1.1.1 The University is committed to creating a supportive work environment and to support staff development wherever possible. The aim of this policy and procedure is to set out what is meant by acting-up, and whilst service needs will be the foremost in deciding when it is appropriate to support an acting-up opportunity, where opportunities do present, how managers should support staff development through acting-up.

1.2 Scope

1.2.1 This Policy and Procedure applies to all staff and all roles within the University with the exception of the roles of Heads/ Directors of School, Dean of Education and Dean of Research. The appointment of the aforementioned acting roles and payment of any associated allowances will be in accordance with the University's approach and Procedure for the Internal Appointment of Heads of Schools, Research Institute Directors, and Associate Deans and will follow the principles outlined in Ordinance.

2 POLICY

2.1 Payment of Acting-Up Allowances

2.1.1 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.

2.1.2 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.

2.1.3 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.

2.1.4 If a member of staff is covering part of a more senior role the acting-up allowance will be calculated on a proportional basis.

2.1.5 Acting-up allowances are non-superannuable.

2.2 Duration

2.2.1 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 with a CVF.

2.3 Procedure

2.3.1 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 or 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.

2.3.2 Where it is determined that an acting-up role is appropriate, in principle agreement should be sought from the Director or Faculty Executive Dean. Please note that once the recruitment process has been followed a CVF will be required.

2.3.3 Acting-up to a more senior role for a 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.

2.3.4 In the interest of supporting staff development, and for reasons of fairness and transparency, acting-up and secondment opportunities must, under normal circumstances, be notified to all staff within the Department/School/ Unit with the relevant skills, knowledge, and experience.

2.3.5 Managers must ensure that staff absent from the workplace (e.g. on family 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.

2.3.5 If there are no suitable staff within the Department/School/Unit (or none of the staff with the area express an interest in the opportunity) the opportunity must be advertised more widely across the University via HR. 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.

2.3.6 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. Upon receipt of the approval Human Resources will confirm the acting-up arrangement in writing to the member

of staff and to Payroll.

2.4 Preservation of Rights

2.4.1 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.

3 ROLES AND RESPONSIBILITIES

3.1 Line Manager

- a) To ensure that acting-up opportunities are considered and advertised in accordance with this policy and procedure.
- b) To regularly review how an arrangement is working and discuss any additional support needs etc with the individual.
- c) To ensure that all relevant approvals are in place and CVF's completed. Also to notify HR Administration of any changes to a period of acting-up so that appropriate action may be taken.

3.2 Employee

- a) To consider acting-up opportunities that are advertised and if successful, undertake the acting-up duties in accordance with the role descriptor and manager guidance.

3.3 Human Resources

- a) To provide further guidance on the application of this policy when required.
- b) To process related CVF's in a timely manner.

4 RELATED POLICIES AND PROCEDURES

- Procedure for the Internal Appointment of Heads of Schools, Research Institute Directors, and Associate Deans
- Secondment Guidance

5 REVIEW, APPROVAL & PUBLICATION

5.1 As a general principle, the Policy will be reviewed by the HR Department, in consultation with recognised Trades Unions after three years, or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC and Council procedures, where applicable.

5.2 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment, or withdrawal.

6 ANNEXES

Not applicable.

7 DOCUMENT CONTROL INFORMATION

Document Name	Acting-Up Arrangements Policy and Procedure
Owner	Chief People Officer, Human Resources
Version Number	1.1
Equality Analysis Form Submission Date	[Decision from Equality Analysis and form submission date]
Approval Date	19 December 2023
Approved By	Chief People Officer (minor edits)
Date of Commencement	December 2012
Date of Last Review	14 December 2023
Date for Next Review	14 December 2026
Related University Policy Documents	Procedure for the Internal Appointment of Heads of Schools, Research Institute Directors, and Associate Deans Secondment Guidance
<i>For Office Use – Keywords for search function</i>	