

Responsibility Allowance Guideline

Statement

We are committed to providing personal and professional development opportunities for employees, wherever feasible, within a consistent and transparent framework. We are also committed to plan ahead as far as we are able to, ensuring that absences or vacancies are covered in an efficient manner, minimising any disruption to the team(s) affected.

Definitions

Acting up or across: the process whereby an internal member of staff temporarily covers an absence or vacancy, at the same or higher score than their own job. The additional responsibilities and the duration for taking on the extra responsibility will be agreed in advance of any additional work being undertaken.

Responsibility Allowance: the additional, prorated amount paid to an employee in recognising the additional responsibilities they are undertaking whilst temporarily covering an absence or vacancy.

Expressions of Interest: the means whereby interested staff members express their desire to be considered for an acting up arrangement.

Recruiting Manager: the manager responsible for ensuring that long term absence or vacancy is covered or that a short term vacancy is filled.

Guiding Principles

The principles of this policy may be deemed to be the most appropriate means of covering absence or filling a vacancy where:

- The initial absence or vacancy period is expected to last between one and six months. Short term absence/vacancies (short term sickness absence or annual leave) are to be covered via local arrangements, while vacancies exceeding six months are to be recruited to in line with the principles and processes outlined in the Recruitment policy
- A staff member(s) possesses the skills and competencies required to carry out all or most of the key functions of the vacant role
- There is no designated deputy in the team or department who could provide cover
- It is not possible to dissipate workload between members of the team in a way that does not over-burden them

Where acting up is most appropriate, a staff member will normally only act up from a maximum of *one* job score below the role being filled or absence being covered.

Acting up or across may not always be the most appropriate solution and Human Resources will provide clarity and guidance to recruiting managers.

Process

Once it is decided to progress with an acting up arrangement, the recruiting manager will send an email out requesting *Expressions of Interest* in covering the role. This email will be sent to their team and should include:

- an attached copy of the role profile

- the duration of the acting up arrangement,
- the core competencies required by successful candidates,
- the anticipated objectives for the period in question, and
- the date by which he/she would like to receive the Expressions of Interest. Please note that staff should be given adequate time to express their interest.

Interested staff members should highlight, in writing, their relevant skills and experience and outline the professional development opportunities this role will provide them.

Where more than one expression of interest is made it will be necessary to undertake a selection process. This will be carried out by considering each candidate against the core competencies required to fulfil the role effectively.

Once the appointment has been made, the recruiting manager will:

- offer feedback to any unsuccessful candidates,
- discuss any support/training needs with the successful candidate, and
- communicate the outcome of the selection process to Breakthrough.

On some occasions, it might be most appropriate for an individual to take on some of the duties of the vacant role in addition to their current role if it is at the same level and for a pre-set period of time. The anticipated objectives for the period in question must be discussed with them and then appropriately communicated with Breakthrough.

Human Resources will, upon receiving a completed Employee Change Recommendation form, issue a contract amendment memo to the successful candidate and issue the appropriate Payroll instruction.

In some circumstances, it may be feasible or necessary to offer acting up opportunities to other teams across Breakthrough. These instances are to be discussed with Human Resources in advance of Expression of Interest emails being sent.

Responsibility Allowance

The appointed candidate will be paid a prorated Responsibility Allowance which appropriately reflects the additional responsibility they undertake. This allowance will usually be calculated on a percentage basis, say 5% or 10% of current pay, for example. The allowance will be proposed by the relevant manager and the Head of HR.

Job Title

Any member of staff fully acting into a role will assume the relevant job title for the duration of their acting up arrangement. This title will always be preceded by the word "acting