



ACTING UP POLICY

Introduction

1. This policy enables the City of London to manage short term work planning issues, whilst supporting our commitment to developing the skills of our employees.

General Principles

2. Acting up is defined as an employee being promoted into a more senior grade on a temporary basis, as a result of the absence of a post-holder which cannot be sustained within the service by sharing the work amongst colleagues.
3. An acting up salary is payable to employees who are asked to carry out the full duties of a higher graded post for a continuous period of at least 4 weeks.
4. Temporary terms and conditions (e.g. grade, pay, salary progression and annual leave entitlements) will be based on the terms and conditions of the post acted up into.
5. If more than one person falls within the pool of employees suitable for acting up (i.e. who have the necessary skills, or would benefit from the development opportunity) a formal selection process must be adopted. Further advice on this should be sought from departmental HR.
6. In circumstances where only one individual has the necessary skills to undertake the higher level role, OR if there is an overriding business need (evidence of which must be provided, in writing, to Corporate HR) for an immediate appointment, however, the acting up opportunity may be offered directly to an individual employee.
7. The acting up position must be reviewed at least every 6 months in line with organisational and operational requirements.
8. In normal circumstances acting up employees should be placed on the greater of:
 - The bottom point of the acting grade; or
 - One point above their current salaryWhere there is a justifiable business case, however, Chief Officers, in consultation with the Corporate HR Director, may offer any point within the first 4 of the acting grade.
9. The acting up salary will be payable from the date when the acting up duties are first carried out.
10. At the end of a period of acting up, employees are entitled to return to their substantive post on the same terms and conditions they previously held, with appropriate amendments to their basic salary to take account of missed increments (which will be automatically awarded).



11. Increments and/or discretionary bonuses & recognition payments in the higher graded post will be payable in accordance with the policy on [Pay progression & eligibility for bonuses / recognition awards](#) with objectives reflecting the increased responsibility and an assessment being carried out over at least a 6 month period.
12. Employees who carry out some, but not all, of the duties of a higher graded post will not be eligible for an acting up payment. They may, however, be eligible for an [honorarium](#) if they carry out such duties for a period of at least 4 weeks. Honorariums will be calculated based on the information in paragraph 8, with a pro-rata being applied to reflect the percentage of extra duties they undertake, and the length of time over which they undertake them.

Responsibilities

13. Acting up must be authorised by the Chief Officer or, for posts graded H and below, by a nominated manager at or above grade I / Chief Superintendent (City of London Police) / Deputy Head (in schools).
14. Departmental HR will issue a statement of acting up ([Appendix 1](#)), and make the necessary arrangements with Payroll.
15. Line managers will modify development plans (see [Performance Development Framework](#)) as appropriate, in order to support employees in carrying out the duties of the higher graded position.

Monitoring

16. Corporate HR will monitor the application of this policy in line with the City of London's commitment to equal opportunities.