



## Temporary Promotions and Honorarium Policy

The Office of the Police and Crime Commissioner (OPCC) is committed to the principles of equality and diversity. No member of the public, member of staff, volunteer or job applicant shall be discriminated against on the grounds of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation.

### Introduction

#### Acting Up (up to three months) into a Substantive Role

1. An Acting-up allowance is paid where an individual is undertaking the full, or part of, the duties/responsibilities of an established, higher graded post. Typically an acting up arrangement will be offered where the substantive post holder is absent for reasons of maternity or long term sickness, or the post is vacant.
2. Payments in respect of Acting-Up allowance are calculated on the basis of the difference between an individual's current spinal column point and the minimum point of a higher grade, taking into account the percentage of the duties being undertaken. Where it is identified that the acting up duties call upon the individual to discharge most/all of the duties of the higher graded post, up to a further three increments within the scale may be awarded. Payments are made on a monthly basis, once a four week qualifying period has been completed - and backdated to the original start date.

#### Temporary Promotions (Three Months plus)

3. An employee required to undertake the full duties and responsibilities of a higher graded post over an extended period of three months should be temporarily promoted to that higher grade. The terms of the temporary promotion should be set out as a written amendment to the permanent contract of employment and signed by the employee.
4. Individuals may receive up to a maximum of four increments on top of their current spinal column point. The number of increments awarded will depend upon the level and nature of duties involved and the likely timescale of the arrangements. Payments are made on a monthly basis, once a four week qualifying period has been completed and backdated to the original start date.
5. Payments in respect of temporary promotions will be subject to Income Tax, National Insurance Contributions & Pension Contributions.
6. There is no entitlement to incremental progression beyond the four increment maximum, without approval of the Chief Executive.

## **Honorarium Payments**

7. An honorarium is normally paid retrospectively where an individual has undertaken duties/responsibilities outside the normal scope of their role and can be appropriate recognition for discrete pieces of work warranting acknowledgement due to their importance/impact on the effectiveness of the OPCC. Payments are normally made as a single lump sum. In some circumstances this may be converted into monthly payments but these will be shown separately, and not consolidated into basic pay. Payments under this arrangement should not continue beyond a given and agreed review date.
8. Because of their nature there is no set formula for calculation of these payments and it is appropriate for payment of relatively small amounts to reflect the individual contributions of staff.
9. Payment of Honorarium remains entire at the discretion of the OPCC. Staff have no contractual right to such payments.
10. Payments will be subject to Income Tax, National Insurance Contributions & Pension Contributions.