



Stepping Up & Additional Duties Policy

PURPOSE

This policy outlines the procedure and conditions under which a Deputy Manager may temporarily assume the responsibilities of Senior Managers during periods of absence, including the provision of additional payments for stepping up or performing additional duties. It ensures clarity, fairness, and consistency in managing such situations.

SCOPE

This policy applies to all Deputy Managers employed by Haydon Wick Parish Council who may be required to "step up" to the Senior Manager role or take on additional responsibilities within their role during periods of absence or exceptional circumstances. This policy also covers employees who take on specific additional duties, regardless of their position, as a temporary arrangement.

DEFINITIONS

Manager/Officer: an interchangeable job title which assumes a similar level of responsibility and accountability.

Stepping Up: This refers to when a Deputy Officer/Manager assumes the full or partial responsibilities of a Senior Manager due to absence (e.g., sickness, maternity leave, or other approved absences).

Additional Duties: This refers to when an employee is required to take on additional responsibilities, either of a higher grade or within their current grade, due to unexpected team absences or specific short-term projects.

CRITERIA FOR STEPPING UP OR ADDITIONAL DUTIES

A Deputy Manager may 'step up' into a Senior Manager role under the following conditions:

- The Senior Manager has been absent for a continuous period of 6 weeks or longer.
- The Chief Officer/Clerk may, at their discretion, initiate stepping up before the 6-week threshold based on the needs of the Council or operational urgency.

Employees may be asked to take on 'additional duties' due to:

- Short-term vacancies or absences (of more than 4 weeks).
- Specific projects requiring a higher level of responsibility within a fixed period of up to 6 months.

PROCEDURE FOR STEPPING UP OR ADDITIONAL DUTIES

Notification

The Chief Officer/Clerk or designated authority will formally notify the employee in writing when they

are required to step up or take on additional duties. This notice will include the duration, additional responsibilities, and relevant compensation details.

Stepping Up: commences after 6 weeks of continuous absence of the Senior Manager, unless the Chief Officer/Clerk exercises discretion to start sooner. The arrangement will end upon the Senior Manager’s return or as otherwise directed by the Chief Officer/Clerk.

Additional Duties: These arrangements are temporary, generally lasting between 4 weeks and 6 months. If extended beyond 6 months, exceptional approval is required.

ADDITIONAL PAYMENTS

Stepping Up: The Deputy Manager will be paid at the ****lowest spinal column point (SCP)**** within the Senior Manager’s salary band for the duration of the stepping-up period. Payment will be pro-rata and will start from the commencement of stepping up.

Additional Duties: Where additional duties elevate the employee's responsibilities, the difference between their current salary and the lowest SCP of the relevant grade for the new duties will be paid, calculated on a pro-rata basis. These payments will end upon the completion of the additional duties period or as directed by management.

DUTIES AND RESPONSIBILITIES

Stepping Up: The Deputy Manager is expected to fully or partially assume the duties of the Senior Manager and report to the Chief Officer/Clerk or designated authority, ensuring that key operational matters are addressed.

Additional Duties: Employees taking on additional duties are responsible for completing the tasks as outlined by management and maintaining regular communication with them for the duration of the arrangement.

PERFORMANCE EXPECTATIONS

Employees stepping up or performing additional duties are expected to meet the performance standards of the higher-level role or duties they have taken on. The Chief Officer/Clerk or a designated authority will regularly review performance and provide necessary support.

RETURNING TO REGULAR DUTIES

Upon the Senior Manager's return or the conclusion of the stepping-up or additional duties period, the employee will revert to their regular responsibilities and salary.

Any handover of ongoing tasks must be managed smoothly to ensure a seamless transition back to normal operations.

DISCRETIONARY AUTHORITY

The Chief Officer/Clerk retains discretion to interpret and apply this policy in exceptional cases, particularly when the absence or increased responsibilities are critical to the Council’s operations.

VERSION CONTROL

Stepping Up & Additional Responsibilities Policy	Georgina Morgan-Denn Chief Officer/Clerk to Council	Adopted at Full Council 22 nd October 2024 FC 110A	Review: as and when required
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