



## **Manager Guidance – Higher Duties**

### Introduction

This guidance is based on the Request for Payment for Undertaking Higher Duties.

### Higher Duties

In the normal course of events higher duties should not continue beyond six months, and, if it becomes apparent that the absence will continue longer than six months, management should give serious consideration to appointing an employee to the post on a temporary basis. Such action would not preclude the undertaking of higher duties, for instance, during the recruitment process, subject to the post being vacant for a continuous period exceeding four weeks.

### Eligibility

#### Up to NLC7

Employees are entitled to be paid higher duties where, for reasons other than absence on normal holiday, an employee in receipt of a salary up to NLC Grade 7 is required temporarily, for a continuous period exceeding one week, in addition to their normal duties, to undertake duties of a post the grade of which is higher than the employee's own grade, the employee will be granted an allowance equal to the difference between his/her existing salary and the minimum point of the higher post.

#### Above NLC7

An employee in receipt of a salary above NLC7 and who is required temporarily, for a continuous period exceeding four weeks, to undertake the duties of a post the grade of which is higher than the employees own grade, will be granted an allowance equal to the difference between his/her existing salary and the minimum point of the higher post.

### Percentage to be Paid

It is for management to determine the percentage of duties that are undertaken.

It is expected that employees undertaking 100% higher duties will be the exception rather than the norm.

### Former Manual Workers

There is no facility for former manual workers to receive a percentage payment for a percentage of duties undertaken. The full duties and responsibilities of the higher post



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undertaken by one employee and they  
receive the rate for the higher post  
one day of undertaking the full duties  
higher post. Additionally, this higher

rate can be paid for individual days, rather than the requirement for a continuous period  
of undertaking higher.

Key steps in the process

Step	Task	Who does it
1	Complete Higher duties request form insert the percentage to be paid and ensure this has been authorised by Head of Service. Forward to ESC.	Manager
2	Complete parts 1 to 5 of the Request for payment for undertaking higher duties form ensuring that any days not physically undertaken as higher duties are input at part 4. For example sickness absence, annual leave and public holidays.  This form should be authorised by the Manager and sent the ESC.	Manager
3	ESC will check calculations on form and check for any salary conservation for employee.	People Operations Team
4	ESC will process the correct payment through I Trent.	People Operations Team
5	E-mail sent to employee sent to employee to advise of payment.	Employee/Manager

1. What do I as a manager need to know

Ensure you have taken off any days not physically undertaken for higher duties.

Ensure you meet service deadline (insert payroll deadline)

Ensure you have entered the percentage to be paid on higher duties request form.



2. How do I get further help/information with this?

Further guidance can be found in the following:

Higher duties request form

Request for payment for undertaking higher duties

You can contact the People Operations Team :-

[ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)