



Manager Guidance – Reg 14 Responsibility Allowance (Teachers)

Introduction

This guidance is based on the Scottish Negotiating Committee for Teachers.

Acting Appointments

Where a teacher is appointed on a temporary basis to carry out the duties of a promoted postholder in a school, pending a permanent appointment to the promoted post or in place of a teacher who is temporarily absent, the council shall increase the teacher's salary to the salary for the post.

There is no additional salary entitlement until he/she has been in the acting post for 20 days. The 20 days do not have to be consecutive. Once the teacher has been employed for 20 working days then payment is made for those 20 days and every subsequent day employed in the post.

If the teacher is again employed in an acting capacity in the same post, and six months has elapsed since the teacher left the post, the 20 working days requirement will apply once more.

Conservation – General Provisions

The application of cash conservation will commence at the date at which the downgrading of the salary for the post, transfer, cessation of temporary appointment takes effect. During the period of cash conservation, the post holder will continue to receive his/her previous salary but will not receive any increase resulting from pay awards. At the end of the period, the cash conservation will end and the post holder will then receive the normal salary for the post he/she now holds.

During any period of conservation, when the normal salary for the post occupied exceeds the conserved salary being paid (for example, through the application of pay awards), the post holder will receive the normal salary for the post with effect from that date.

Conservation of salary will cease following voluntary application for, and appointment to, a new post.

There shall be no entitlement to conservation of salary where:

- a) A teacher is transferred and ceases to be entitled to receive a remote school/distant island allowance payable or suffers a reduction in the amount of such an allowance or
- b) A teacher refuses unreasonably, on two occasions, to accept an alternative equivalent or better post.

Conservation for Promoted Post Holders with temporary appointments

Where a teacher has occupied a promoted post, on a temporary basis, for two years and that temporary appointment ceases, then the teacher shall receive a three year period of cash conservation.

Step	Task	Who does it
1	Notify the Business Partner Team of the employee undertaking the acting duties/the reason and the start date	Manager
2	Business Partner Team will complete the relevant form for onward transmission to the Employee Service Centre	Business Partner Team
3	HR Operations Adviser to process for the next available salary (in line with the service/payroll deadlines).	HR Operations Team
4	Issue a letter to the employee confirming the dates that have been paid.	HR Operations Team

How do I get further help with this?

You can contact your HR Operations teams:

[HR Operations Team 1](#) – Adult Health & Social Care and Chief Executive Services

[HR Operations Team 2](#) - Enterprise & Communities

[HR Operations Team 3](#) - Education & Families Service