**UNIVERSITY OF ABERDEEN**

**ALLOWANCES AND ON CALL POLICY**

1. **INTRODUCTION**

It is recognised that it is essential for the continued effective operation of University activities that appropriate mechanisms are in place to (i) reward and recognise members of staff who undertake additional responsibilities and (ii) enable the institution to meet the demands that unplanned staffing situations presents.

To ensure that arrangements for acting up, additional responsibility, and on call allowances are fair and consistent across the University, you should seek advice and guidance from your Human Resources Partner prior to communicating or confirming details with a member of staff.

**2 DEFINITIONS AND APPLICATION**

In order to clarify the University’s position on the application of allowances, and on-call activities, the following definitions have been approved by the University Management Group:

Acting up Allowance

An individual would receive an acting up allowance if they are asked to undertake the **full** duties and responsibilities of a higher graded role for a continuous period which would normally be for a minimum of four weeks but no longer than 12 months.

For the duration of the acting up period, the member of staff will usually be paid at the lowest spinal point of the higher grade.  In the event where the individual acting up is on the same spinal point, they will be placed on the next highest spinal point, on the appropriate grade.

Examples when an acting up allowance may be appropriate include:

* Taking on 100% of the higher graded job to cover sickness absence, maternity leave, career break or other extended periods of leave (but not annual leave).
* Taking on 100% of the higher graded job to cover a vacant post until it is filled on a permanent basis.

Additional Responsibility Allowance

An individual would receive an additional responsibility allowance if they are asked to undertake **part** of the duties and responsibilities of a higher graded role for a continuous period which would normally be for a minimum of four weeks but no longer than 12 months.

An Additional Responsibility Allowance would be made in addition to the member of staff’s current salary. This payment would be based on the agreed percentage of the duties and responsibilities being undertaken at the higher grade. In addition to the difference between the member of staff’s current salary and the minimum point of the higher grade.

Examples when an additional responsibility allowance may be appropriate include:

* Taking on **part** of a higher graded job, i.e. less than 100% of the duties and responsibilities, to cover sickness absence, maternity leave, career break or other extended periods of leave (but not annual leave).
* Taking on **part** of the higher graded job to cover a vacant post until it is filled on a temporary basis.

It should be noted that an individual who is undertaking work over time that is, appropriate to their current grade and of an exceptionally high standard whether it be a one-off event or sustained contribution should, over time receive recognition through the Contribution Procedures. An individual in receipt of an Additional Responsibility Allowance will not be eligible to receive a Contribution Award for the same activities.

On-call

On-call would be defined as non-work time, during which members of staff are required to be available to handle job-related activities and emergencies out of hours.

It is recognised that, in view of the high volume of existing local arrangements and the diverse nature of activity undertaken across the University, it would be difficult to implement a “one size fits all” approach. Therefore, a three tiered approach for on-call activity is now in place. :

Level One Support

Level One Support covers areas of the University that are deemed to hold a high Institutional Risk. This level of support requires staff to provide rostered on-call cover to respond to call-outs and to attend on site if necessary.

Level Two Support

Level Two Support would cover areas of the University that are also deemed to have a level of risk, however, the risk would be lower than that associated with Level One Support. Level Two Support also requires staff to provide rostered on-call cover: to respond to call-out and to attend on site if necessary.

Level Three Support

Level Three Support allows staff to be contacted in order to provide support outside the staff member’s normal hours of work. There will be no obligation for the member of staff to be available and, therefore, this level of support will be provided on a “best endeavour” basis.

**3 PAYMENT**

Acting Up Allowance

For the duration of the acting up period, the member of staff will usually be paid at the lowest spinal point of the higher grade.  In the event where the individual acting up is on the same spinal point, they will be placed on the next highest spinal point, on the appropriate grade.

Additional Responsibility Allowance

An Additional Responsibility Allowance would be made in addition to the member of staff’s current salary.

This payment would be based on:

* The agreed percentage of the duties and responsibilities being undertaken at the higher grade.
* The difference between the member of staff’s current salary and the minimum point of the higher grade.

On Call Level One Payment

An on-call retainer of £1,200 would be paid to all staff rostered for on-call cover under level one support. In addition to the retainer, staff would be paid on their hourly rate, subject to a minimum payment of two hours for any single call out period; anything beyond the minimum two hours would be paid at the appropriate hourly rate. The hourly rate would be applied to all grades of staff and would be viewed as an on-call payment (as opposed to an overtime payments so that all levels of staff would be eligible to receive the payment). Where members of staff are required to attend on site as a result of the call out, travel time to and from the work site is included in the calculation of hours payable.

On Call Level Two Payment

The payment mechanisms for Level Two would mirror that paid at Level One, however the retainer would be reflective of the lower Institutional Risk. The Level Two retainer payment is £400 per employee.

On Call Level Three Payment

There is, no retainer for staff that provide support under Level Three but a call-out payment would be made if staff respond to a request.

A minimum payment of two hours for any single call-out period would be paid. Anything beyond the minimum two hours would be paid at the appropriate hourly rate. The hourly rate would be applied to all grades of staff and would be viewed as an call-out payment (as opposed to overtime so all levels of staff would be eligible to receive the payment). Where members of staff are required to attend on site as a result of the call out, travel time to and from the work site is included in the calculation of hours payable.