

HIGHER DUTY PAYMENTS GUIDANCE

All applications for payment of higher duty must be done via completion of the [Higher Duty Payments form](#). The form must then be uploaded as a PDF document to the [ask HR Portal](#). The form can be uploaded by following one of the two options below:

- Option 1 – the Authorised Signatory uploads to askHR instead of physically signing the form.
- Option 2 – the Authorised Signatory signs the form and makes arrangements within their Service to ensure the form is uploaded to askHR as a PDF on their behalf.

Higher Duty Payments are only applicable to employees who have undertaken the duties of a higher graded post for a continuous period exceeding 1 week, for reasons other than annual leave.

Please note that higher duty payments are paid retrospectively i.e. the month after the employee commences the higher duty responsibilities.

Delaying sending in forms may result in an under or overpayment being made.

Duration of Higher Duty

(a) If an employee is;

- undertaking the full duties of a higher graded post **AND**
- covering the total contractual hours of the original post holder

Higher Duty is payable up to a maximum period of 4 weeks.

(b) If an employee is;

- undertaking the full duties of the higher graded post but covering less than the contractual hours of the original post holder **OR**
- if the employee will not be undertaking the full duties of the higher graded post (less than 100%)

Higher Duty is payable up to a maximum period of 12 months.

Recruitment

Where the full duties and hours of the post are expected to be covered for a period exceeding 4 weeks then a temporary secondment or transfer is required. The post should be advertised in the usual manner via TalentLink (rapid recruitment may be preferable), following the normal recruitment process. For guidance on this please follow the [Recruitment & Selection procedure](#).

Vacancy Cover

Higher duty may be used to provide cover for a vacancy. However, employees who cover the full duties and the total contractual hours of the post can only do so for a period not exceeding 4 weeks. At this point, the employee should be put into post using an EMIS Employee form as Vacancy Cover. For separate guidance on this please refer to the [Recruitment & Selection procedure](#).

Higher Duty Payments

If an employee covering higher duty undertakes hours over and above the hours they normally work in their **substantive** post, they must claim the additional hours via timesheet as the additional hours are not paid via the monthly Higher Duty payments form. When claiming on a timesheet the employee must enter their substantive post number **not** the Higher Duty post number. **Higher Duty will pay the difference between the two salaries for the full amount of hours worked.**

Example

An employee who normally works 18.125 hours per week will be covering 100% of the duties of a 36.25 hours per week post, increasing their hours per week to 36.25. The **additional 18.125** hours are not paid automatically through Higher Duty and would need to be claimed separately on a time sheet against their substantive post. The Higher Duty will then pay the difference between the two salaries for the full amount of hours worked.

If paperwork to start an individual in higher duty is received late, payment will be backdated to take effect from the official start date stated on the Higher Duty form. For example, if an employee started Higher Duty in January but paperwork is not completed until February then payments will be backdated to the start date stated on the form not the date the form was completed. This will be paid in their next available salary.

Payments are only made when the higher graded duties are being performed. Should the employee be absent from performing the duties for a period exceeding 4 weeks the Service need to notify HR Support in order that payments can be adjusted.

Enhancements

Please note that if an employee claims enhancements, as a result of duties undertaken for a Higher Duty post, then these enhancements are only payable at their existing substantive rate and not the higher rate of pay. Higher Duty pays the difference between the basic salaries only.

Overtime rates

Please note that if an employee claims overtime rates (for hours over and above 37) then overtime is only payable at the existing substantive rate and not the higher rate of pay. Higher Duty pays the difference between the basic salaries only.

Sickness

If the employee undertaking Higher Duty is on long-term sick leave for a period over 4 weeks the higher duty payments will cease. The Line Manager must alert HR Support as soon as possible if an employee is off sick for this length of time to avoid possible overpayments.

Annual Leave

Please note that employees who work additional hours **(claimed by timesheet)** as part of the Higher Duty cover will not accrue any additional annual leave. Their annual leave entitlement is based only on their own contractual hours.

Maternity Leave

If the employee undertaking Higher Duty commences Maternity Leave the higher duty payments will cease with effect from the beginning of the leave.

Ending Higher Duty

When the Higher Duty comes to an end the Higher Duty Payments Form must be completed by the Service via the askHR portal. The form must be completed regardless of whether or not an expected "cessation" date was provided on the original Higher Duty Payments form uploaded. If notification is not received to end Higher Duty payments then the employee will be overpaid. To ensure no overpayment occurs at the end of the higher duty period please go to the [Higher Duty Payments form](#).

HOW TO COMPLETE A HIGHER DUTY FORM

Please ensure that the following information has been provided accurately. Incorrect or missing Information will mean the Higher Duty form cannot be processed.

Employees commencing Higher Duty:

Complete Sections A, B & C & F of the form.

- Post Number (of Substantive Post)
- Start date
- Percentage of duties performed (of Higher Duty Post)
- Total no. of hours worked overall
- Total no. of hours worked in Higher Duty Post
- Total no. of hours worked in Substantive Post
- Post Number (of Higher Duty Post)
- Signature of authorising signatory (if uploaded by someone else)

Employees extending Higher Duty:

Complete Sections A, B & D & F of the form.

- Extension "Until" date
- Reason for extension of payments
- Signature of authorising signatory (if uploaded by someone else)

Making an amendment to an existing Higher Duty:

Complete Sections A, B, C & F of the form.

- Give details of all amendments (% of duties, change of hours, reason for Higher Duty)
- Signature of authorising signatory (if uploaded by someone else)

Employees ceasing Higher Duty:-

Complete Sections A, B & E & F of the form.

- Actual date payments have/will cease
- Signature of authorising signatory (if uploaded by someone else)

Please refer to guidance on page 1 on how to submit information to askHR.