

How to .. Arrange a Temporary Higher Duty Payment (THDP)

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Frequently Asked Questions (FAQs)

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1. When is a Temporary Higher Duty Payment Suitable?

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Temporary Higher Duty Payments should be made in accordance with the [Temporary Higher Duty Payment Policy](#) for periods of up to six months. As managers will have arrangements in place to manage workloads during annual leave or short-term sickness absence, Temporary Higher Duty Payments should only normally apply where cover is required for more than four weeks. Apart from front-line operational posts where cover is **essential** from Day 1, temporary higher duty payments apply retrospectively after the first four weeks.

In exceptional circumstances, payments may be extended beyond six months following consultation with your Service HR Officer and approval from your Service.

Typically, THDPs may be suitable in the following circumstances:

- Cover sickness absence after the first four weeks (unless essential Day 1 front-line operational posts)
- Lead-in time to complete a recruitment process
- Cover prior to the outcome of a management review

Where it is known that the absence will be for an extended period eg to provide cover for a maternity leave or a secondment, or if temporary additional resources are agreed in connection with a management review that is expected to take more than six months to complete, alternatives to THDP should be considered where possible.

2. Can a THDP be arranged for Additional Duties?

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Yes. It is not necessary for a post to be vacant or to be on the approved Establishment for a THDP to be made.

If the employee is to receive a payment for additional responsibilities and remain in their current post, eg take on a project which would normally be carried out by their team leader, you should seek Service approval and submit a change of circumstance on [MyPKC Staff Portal](#) to ensure payment.

3. What is the Approval Process?

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Approval for payments for up to six months is through the [MyPKC Staff Portal](#) process as below. Payments are backdated to day 1.

- Once you have sought expressions of interest, carried out a selection process as appropriate and identified the recipient of the payment, you should submit a request on the MyPKC Staff Portal asking for approval for a Temporary Higher Duty Payment arrangement.
- Once Finance and HR have approved your submission, Employee Support will issue the employee with a letter confirming the arrangement and update Resourcelink to arrange for the THDP to be made.

For payments for more than six months or to extend to beyond six months, the manager should contact their Service HR Officer to discuss their requirements before seeking approval via MyPKC Staff Portal.

4. How do I decide who should be offered a Temporary Higher Duty Payment?

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As a manager, you should identify the posts in your team which may be suitable to assume the higher duties and invite all employees in these posts to express interest in undertaking the duties.

You should notify eligible employees in writing, usually by email and advise them of the following:

- To discuss with their immediate manager before expressing interest.
- The latest date by which they may express interest.
- How they should express interest, ie a short email to indicate why they would like to be considered would normally be sufficient.
- An up-to-date job profile or a written description of the higher duties should be provided to all employees.
- The percentage of the higher duties to be covered, ie 100% or a lesser amount (see question 6).
- That the higher duties will be allocated on merit following suitability meetings.
- Whether, if only one employee expresses interest, the manager may decide to exercise discretion and allocate them the duties without the need to have a suitability meeting.

If no interest is received from employees, the manager may wish to consider other resourcing options, eg fixed term, agency etc.

5. How do I arrange for the THDP to be made to the successful employee?

Once you have completed the appropriate process to identify the recipient of the payment, you should submit a request on the MyPKC Staff Portal asking for approval for a Temporary Higher Duty Payment arrangement.

Once Finance and HR have approved your submission, Employee Support will issue the employee with a letter confirming the arrangement and update Resourcelink to arrange for the THDP payment to be made.

Service Specific Arrangements for Approval

For Day 1 payments only Temporary Higher Duty Payments may either be by submitting timesheets to the Payroll & Reward Team or through [MyPKC Staff Portal](#) as normal, dependent on Service-specific arrangements.

All other Temporary Higher Duty Payments should be submitted through [MyPKC Staff Portal](#) as normal, dependent on Service-specific arrangements.

Front-line Operational Posts

Managers should consider whether they have front-line operational posts where it is **essential** these are covered under the Temporary Higher Duty Payment policy from Day 1. An example would be a Loader in Environment & Infrastructure being asked to cover for a Driver.

Any new posts identified as front-line operational posts which the manager deems **essential** to be covered from Day 1 must first be approved in principle by submitting your request through [MyPKC Staff Portal](#).

A record of approved essential posts will be held in Payroll to enable payments subsequently requested via timesheets to be processed in the current month where possible and in accordance with the monthly Payroll cycle.

6. How is the Temporary Higher Duty Payment Calculated?

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Single Status

If the employee is to undertake 100% of duties, the payment will be equivalent to at least 2 increments (if the minimum scale point for the THDP grade is higher, the minimum would be the first scale point) in line with salary placing on promotion in the [Salary Placing and Progression Guidance](#) as per examples below.

Example 1

An employee at the top of GE2 acts up into a TAS4 post would be placed at not less than the bottom of TAS4 on SCP30.

Example 2

An employee at the top of GE2 acts up into a GE3 post, their current salary placing is SCP23, would be placed at not less than SCP25.

Typically, four increments will apply in front-line operational posts where cover is essential from Day 1. However, in all circumstances a minimum of two increments will apply. Managers have discretion to apply further increment(s) in line with salary placing on promotion in the [Salary Placing and Progression Guidance](#),

If the manager determines that the employee is to undertake less than 100% of duties, the payment will be calculated as a percentage of the difference between the current scale point and at least the minimum point of the THDP grade in line with salary placing on promotion in the [Salary Placing and Progression Guidance](#), taking into account the following factors:

In all cases, the THDP will be recalculated when incremental progression applies. Refer to Q7 below for further details.

a) ***Split of Duties***

In many instances, the employee may in fact be responsible for elements of their own job as well as the higher graded job, with many of the increased responsibility duties of the higher graded job being absorbed by the line manager. It may be that some duties of the higher graded job may not arise, or certain knowledge or skills which would be required of a permanent post holder, would not be required of the employee who is 'acting-up'.

The line manager should use the job profile for the post to decide which of the higher duties the employee will be asked to carry out.

b) ***Training/Learning Time***

Some jobs are alike, requiring similar skills and, consequently, only a limited learning time in the higher graded job might be required. Others may add completely different elements, eg supervision, in which case it may be a considerably longer time before the employee is fully competent in the higher graded job. A lower percentage differential may be applied initially and increased once this learning has taken place. For any subsequent period of undertaking higher duties in a similar job, the learning time may be reduced, removing the requirement to apply an initial low percentage differential. In certain circumstances, a learning period may not be required.

c) ***Supervision Received***

Employees undertaking higher duties may require additional support from line managers and colleagues. The employee who is acting-up may occasionally have to seek advice and support from a manager or supervisor in circumstances where the permanent jobholder would not.

d) ***Qualification***

Special consideration should be given to those employees who are required to undertake the duties of a professional grade post but who do not hold the relevant qualification. The points raised above are equally applicable, however it must be noted that a professionally qualified employee will be operating at a level which is indicative of their professional training, and that an unqualified employee irrespective of their competence may be unable to operate at the same level.

Chief Officers

If it has been agreed that a Single Status employee will temporarily undertake higher duties in a Chief Officer grade, they will receive the Chief Officer rate of pay or a percentage thereof depending on the extent of the higher graded duties being undertaken.

The same principle will apply for Chief Officers who temporary undertake higher duties within the Chief Officer pay structure.

7. How are increments applied during a THDP?

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Incremental progression on the THDP grade applies on 1 April or, where under exceptional circumstances a THDP exceeds six months, from the day following six months in the THDP in line with normal salary progression. Incremental progression on the substantive grade also applies as normal. The THDP should therefore be reassessed with effect from 1 April and after a THDP has been in place for more than six months.

8. What happens at the end of the Temporary Higher Duty Payment?

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Emails are automatically generated to remind managers the payment will end:

- 3 months before the end of the payment, the line manager will receive a general reminder, where appropriate.
- 2 months before the end of the payment, the line manager will be advised to submit a request through [MyPKC Staff Portal](#) if they intend the payment to continue beyond the scheduled end date.
- 1 month before the end of the payment, the line manager will be informed the payment will end unless approval is confirmed before the payroll cut-off date.

In addition, the employee also receives the email alerts at the 2-month and 1-month stages.

If the Temporary Higher Duty Payment is to end on the approved end date, then you should confirm this to Employee Support by emailing HR@pkc.gov.uk.

For payments for more than 6 months or to extend to beyond 6 months, the manager should contact their Service HR Officer to discuss their requirement before seeking approval for an extension through [MyPKC Staff Portal](#) in the normal manner. This discussion should take place in good time prior to the end of the THDP arrangement.

9. Is a THDP paid during sick leave?

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The Temporary Higher Duty Payment may continue for a continuous period of absence of up to four weeks. If the absence lasts for or is likely to last longer, the manager must notify the Payroll & Reward Team that the Temporary Higher Duty Payment should cease and make alternative arrangements.

10. Is a THDP paid during annual leave?

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The Temporary Higher Duty Payment continues during annual leave of up to four weeks.

11. What effect does a THDP have on maternity pay?

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The first six weeks of Statutory Maternity Pay is based on the substantive salary plus the THDP, providing the THDP was in place 15 weeks before the expected date of birth. Occupational Maternity Pay is based on the substantive salary at the start of the maternity leave plus the THDP until the date the THDP was due to end, providing it did not end before the start of the maternity leave.

12. What happens when an employee receiving a THDP works overtime?

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It is important to identify the work being undertaken during the overtime period. If the overtime clearly relates to the employee's own job, and not the "acting-up" job, the overtime premium would be based on the employee's substantive hourly rate.

However, if the overtime relates to those duties for which the employee is receiving the THDP payment then the employee would be entitled to receive this payment for the overtime period at the appropriate rate, ie plain or premium rates.

Unless indicated otherwise on forms submitted to the Payroll & Reward Team, any overtime claimed will be for the substantive post and not for the higher graded post.

13. What are the MyView or Resourcelink implications?

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Post Exists on Current Establishment

If the employee will be undertaking line management or supervisory duties and there is a vacancy on the Establishment, the employee will be moved into the THDP post on Resourcelink and be given Manager MyView access. Any existing postholder will retain Manager MyView access unless the ISD/MyView Team is notified otherwise.

If the THDP post has line management or supervisory duties but the employee will not be undertaking these duties as part of the THDP arrangement, they will stay in their current post on Resourcelink.

Post Does Not Exist on Current Establishment

If there is no existing post on the Establishment for the THDP to be attached to, eg an employee at PR8 is to receive a THDP of 50% of the difference between their salary and TL11 and they will be undertaking line management or supervisory duties as part of the THDP arrangement but there is no TL11 on the Establishment, the manager should contact their Service HR Officer to discuss the most appropriate grade, percentage and Job ID to be used for this purpose.

14. How can I convert a THDP into a Fixed Term or Permanent Contract?

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If the THDP was allocated following a suitability meeting in accordance with fair selection, subject to the agreement of the Service Management Team, a fixed term or permanent contract may be offered without the need for a further selection process. However, if no suitability meeting took place, the position must be advertised in the normal way.

15. Who do I contact for any further advice?

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Managers requiring assistance should contact Employee Support.

➤ **Manager's Checklist**

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- Does the full range of duties need to be undertaken by someone else or can they be spread across the team?
- Agree the percentage of duties to be undertaken eg full or partial. If partial, highlight the duties on the job profile.
- Ensure that there is money in the budget to cover the arrangement.
- Do you have posts in your team(s) which could be suitable to assume the higher duties?
- Contact your Service HR Officer to discuss your requirements if you are considering a THDP initially for more than 6 months or wish to extend beyond 6 months or to discuss any queries you may have about the appropriate process for identifying a suitable recipient for the payment.
- Identify a suitable recipient through a fair and appropriate process, by circulating the opportunity to all eligible employees, asking if they are interested.
- If more than one employee is interested, arrange suitability meetings and follow fair selection.
- If only one employee is interested, if appropriate, then they may be allocated the duties without a suitability meeting.
- Once you have identified the recipient of the payment, seek approval by following the relevant process for Temporary Higher Duty Payment through MyPKC Staff Portal
- Is there a post on your Establishment or do you need to contact your Service HR Officer for a Job ID to be allocated?
- Employee Support will update ResourceLink and confirm the arrangement to the employee(s) in writing.
- The manager should monitor the arrangement regularly, and one/two months prior to the end of the arrangement, they should confirm that the arrangement will cease, be extended (following consultation with the Service HR Officer) or seek an alternate arrangement such as a fixed term appointment where this is more appropriate.