Temporary Higher Duty Payment - Work Flow

	Essential Front Line Operations Only	Single Status, Craft and Chief Officers	Single Status, Craft and Chief Officers
Duration	Column 1 Between one day and 4 weeks	Column 2 Between 4 weeks and 6 months	Column 3 For more than 6 months or to extend beyond 6 months
Approval	Does this post have pre-existing SMT Agreement as a Day 1 post? No → Obtain approval from SMT Yes → Once Approved	Obtain approval from SMT	Discuss your reasons/rationale for a THDP with HR before obtaining approval from SMT
Eligible Posts	Allocate the THDP and submit request on MyPKC Staff Portal	Identify eligible posts More than one post-holder? Yes → Advertise the opportunity to all post-holders No → Allocate THDP and submit request on MyPKC Staff Portal	Identify eligible posts More than one post-holder? Yes → Advertise the opportunity to all post-holders No → Allocate THDP and submit request on MyPKC Staff Portal
Payment Calculation	Is the employee carrying out 100% of the duties? Yes → Typically, equivalent to 4 increments. Management discretion in line with salary placing on promotion in the Salary Placing & Progression Guidance. No → Typically, equivalent to 4 increments based on %age of duties to be undertaken. Management discretion in line with salary placing on promotion in the Salary Placing & Progression Guidance. If to continue beyond 4 weeks, go to column 2	Is the employee carrying out 100% of the duties? Yes → Equivalent to at least 2 increments. Management discretion in line with salary placing on promotion in the Salary Placing & Progression Guidance No → Equivalent to at least 2 increments based on &age of duties to be undertaken. Management discretion in line with salary placing on promotion in the Salary Placing & Progression Guidance If to continue beyond 6 months, go to column 3	Incremental progression on THDP grade *(in addition to substantive post, where applicable)* on 1 April or from the day following 6 months in the THDP grade in line with normal salary progression If to continue beyond agreed period, repeat column 3