

TEMPORARY HIGHER DUTY PAYMENT (THDP) POLICY

Introduction

The Temporary Higher Duty Payment (THDP) policy provides for payment to be made in recognition of higher level duties and responsibilities and may not necessarily be for a post within the organisational structure. A THDP should only be considered in circumstances where the demand is required for up to six months.

Where it is known or reasonably foreseeable that additional duties will be required over a prolonged period at the outset (for example to cover a known period of long term sickness absence, maternity leave, career break etc) then other short term resourcing arrangements should be put in place in accordance with the [Short Term Resourcing Toolkit](#).

Scope

This policy applies to Single Status, Craft Workers and Chief Officers, ie it excludes Teachers.

Eligibility

Other than front line operational posts where cover is **essential** from Day 1, temporary higher duty payments apply retrospectively after the first four weeks. Typically, four increments will apply 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](#).

Other than cover for essential front line operational posts, Temporary Higher Duty Payments should only apply where cover is required for more than four weeks.

Any manager considering a Temporary Higher Duty Payment for more than six months or who wishes to extend a payment beyond six months should contact their Service HR Officer to discuss their requirements before seeking approval from their Service Management Team and submitting their request through MyPKC Staff Portal.

Payments

The allowance is payable from the day the employee undertakes the duties of the higher graded post and will normally be paid monthly in arrears on the first available pay date thereafter.

The allowance paid in respect of the period of higher duties is subject to pension and other normal pay deductions.

Process Map

There is a [Process Map](#) which details the key stages in the process, including the recruitment and selection process and details of how temporary higher duty payments are calculated.

Monitoring

Temporary Higher Duty Payments will be monitored by the Service HR Officer.