

HUMAN RESOURCES POLICY

TEMPORARY PROMOTION

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Sponsoring Director:	Michelle McGuigan
Prepared By:	Jenna McGuinness
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Document History

Version	Date	Significant Changes
1.0	April 2013	n/a
2.0	May 2015	n/a

Equality Impact Assessment

Date	Issues
22.03.13	None

Policy Validity Statement

This policy is due for review on the latest date shown above. After this date, policy and process documents may become invalid. Policy users should ensure they are consulting the currently valid version of the documentation.

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1. POLICY STATEMENT

- 1.1 The aim of this policy is to ensure a fair and equitable approach across the CCG to situations in which an individual may be asked to temporarily work, either wholly or partly, in a higher pay band for a significant period of time.
- 1.2 This policy will apply to all employees.

2. PRINCIPLES

- 2.1 It is the manager's responsibility to decide whether temporary promotion is appropriate and, in doing so, they should give consideration to the following:
- whether the work can be postponed until the absent employee returns/the vacancy is filled on a permanent basis
 - Whether management objectives require that the work must be undertaken by a specified employee or whether it may be shared amongst others as part of their standard duties
 - Whether there is an employee competent to take on the duties and responsibilities.
- 2.2 Training and support will be provided to all Line Managers in the implementation and application of this policy

3. EQUALITY

- 3.1 In applying this policy, the organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. MONITORING & REVIEW

- 4.1 The policy and procedure will be reviewed periodically by Human Resources in conjunction with operational managers and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

PART 2

1. PROCEDURE

- 1.1 An opportunity for a temporary promotion into a higher pay band would occur, usually (but not exclusively) in the following circumstances:-
- A vacancy has arisen that has not yet been filled but there is a requirement for the post to be covered
 - A member of staff has gone on long term sick and the post needs to be covered
 - A member of staff has gone on maternity/adoption leave
 - A member of staff has taken a career break
 - Short term increase in demand of work from customer
- 1.2 Temporary promotions are not intended to be used to cover annual leave.
- 1.3 Under normal circumstances, the post would be advertised internally across the CCG and a selection process would take place in order to select the appropriate candidate to move temporarily into the position.
- 1.4 There may be occasions where it is not appropriate to open up the opportunity to the whole CCG. These could be as follows:-
- It is a specialised position requiring specific qualifications or areas of expertise
 - The duration of the temporary move is such that it would not be cost effective to open up the vacancy to staff not based in the current location.
- 1.5 In these cases, the post would be 'ring-fenced' to certain members of staff or locations.
- 1.6 In any case where a manager believes that a post should be ring-fenced or restricted in any way, they must discuss it with their HR Adviser in the first instance.

Duration

- 1.7 A temporary promotion to a post in a higher pay band will not normally be for periods of less than one month.
- 1.8 The maximum period of the temporary promotion would not normally exceed 12 months, except in cases where the substantive post holder is absent for longer than 12 months for example, if on a career break, long term sick or maternity leave.

Remuneration

- 1.9 Pay should be set at the minimum of the new pay band. However, if this would result in no increase either because the individual is receiving a bonus or recruitment and retention premium or because they are at the top of the band, the individual would go to the first pay point in the band which would result in an increase in pay.
- 1.10 For the duration of the temporary promotion, the individual will be entitled to all conditions of service and allowances for that post, to be paid at the higher rate.

Incremental Date

- 1.11 Where the temporary promotion has resulted in the individual moving up only one extra pay point, there will be no change to their incremental date.
- 1.12 Should the individual be confirmed into this post there will be no change to their incremental date.
- 1.13 Where there has been more than one extra pay point awarded, then the incremental date for the period of the temporary promotion becomes the date that the appointment commenced.
- 1.14 Should the individual be confirmed into this post, they will retain the date their temporary promotion began as their incremental date.
- 1.15 When the temporary promotion period has ended, the individual will revert to their previous incremental date. The spine point they return to should take into account the time spent on the temporary promotion.
- 1.16 If at a later date the individual is then promoted into the same role, or another at the same level, on a permanent basis the period of temporary promotion will be taken into account and the incremental date either brought forward or deferred, depending on how long the individual had been temporarily promoted for. Where an individual has been temporarily promoted for more than one period, and is then promoted on a permanent basis to the same role or another at the same level, the periods of temporary promotion will be aggregated and the incremental date changed accordingly. Incremental credit will be awarded only once for each period of temporary promotion.

Confirmation into Post

- 1.17 Where an individual has been temporarily promoted into a post via a recruitment process and the post becomes available due to the substantive post holder not returning to work, a manager in conjunction with Human Resources may agree to confirm the individual into the post with no further recruitment having to take place.
- 1.18 Where recruitment was limited due to the short term nature of the post, or no recruitment took place and the post becomes available on a long term or permanent basis, a further recruitment should take place to open up the vacancy to the wider CCG.

Protection Arrangements

- 1.19 Where an individual is currently under a pay protection arrangement and is then temporarily promoted into a role where protection is no longer required, the period of the temporary promotion will be deducted from the period of protection.

Example:-

An individual is a Band 2, protected on the top of Band 3. This period of protection is for 3 years. After 6 months, they are temporarily promoted into a Band 4 and this temporary promotion lasts for 8 months. They then revert back to Band 2 with protection with a further 22 months of protection left at the top of Band 3.

Honorarium

- 1.20 Where there is a requirement for an employee to undertake additional duties that are

deemed to be at a level higher than their band i.e. part fill a vacancy, but there is not a requirement to undertake the full role, then an allowance will be paid equivalent to a percentage of the difference in pay between the individuals' substantive role and the pay point for the new role.

- 1.21 In these circumstances, pay will be determined by a review of the role, taking into account the percentage of duties carried out. This will be done in conjunction with the line manager and Human Resources.
- 1.22 Where a member of staff is temporarily promoted in these circumstances, any overtime, etc will be paid at their substantive rate and there will be no change to any incremental dates.
- 1.23 All recommendations for honorarium payments must be made in conjunction with Human Resources.

Equality Analysis Initial Assessment

Title of the change proposal or policy:

Temporary Promotion

Brief description of the proposal:

To ensure that the policy amends are fit for purpose, that the policy is legally compliant, complies with NHSLA standards and takes account of best practice.

Name(s) and role(s) of staff completing this assessment:

Shamshy Salehin, HR Consultant, Cheshire HR Service

Date of assessment: 22nd March 2013

Please answer the following questions in relation to the proposed change:

Will it affect employees, customers, and/or the public? Please state which.

Yes, it will affect all employees

Is it a major change affecting how a service or policy is delivered or accessed?

No

Will it have an effect on how other organisations operate in terms of equality?

No

If you conclude that there will not be a detrimental impact on any equality group, caused by the proposed change, please state how you have reached that conclusion:

No anticipated detrimental impact on any equality group. The policy adheres to the NHS LA Standards and best practice. Makes all reasonable provision to ensure equity of access to all staff. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.

Please return a copy of the completed form to the Equality & Diversity Manager