



*Blood and Transplant*

# **Human Resources Management Guidance**

**Remuneration when taking  
on permanent/temporary  
additional duties**

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This Management Guidance has been produced to highlight the options available to Managers to remunerate staff when either additional duties are taken on or the level of responsibility increases.

The guidance covers how pay is affected on permanent promotion to a higher payband, temporary movement to a higher payband and also introduces a new Responsibility Allowance for staff who take on additional responsibilities. The Responsibility Allowance will only be considered in exceptional situations where permanent promotion and temporary movement to a higher payband are not suitable.

## **2.0 PAY ON PROMOTION**

### **2.1 Introduction**

The AfC NHS Terms and Conditions of Service Handbook provides guidance on pay when promoted to a higher payband. Para 6.21 states 'Pay on promotion should be set either at the minimum of the new pay band or, if this would result in no pay increase, the first pay point in the band which would deliver an increase in pay (by reference to basic pay plus any recruitment and retention premium, if applicable). Please note this does not include Blood Donation driving allowances which are not included when calculating pay on promotion.

### **2.2 Incremental dates**

Where movement to the higher pay band results in one extra pay point, the incremental date will not change. Where the pay on promotion increase is more than one paypoint the incremental date will become the anniversary of the date of promotion.

### **2.3 Effect on Recruitment and Retention premia (RRP)**

Where the current post attracts a RRP and the new post does not the RRP will cease and no protection or increase in pay points will be available.

## **3.0 TEMPORARY MOVEMENT TO A HIGHER PAYBAND**

### **3.1 Introduction**

There may be occasions where staff are moved into a higher pay band on a temporary basis. AfC NHS Terms and Conditions of Service Handbook provides guidance on this. Para 6.18 states 'Individuals may be moved into a higher pay band where it is necessary to fill a post on a temporary basis when a vacancy is unfilled, but being advertised, or the post is being held open for someone who is due to return, e.g. from long-term sick leave, maternity leave, or from extended training'. Temporary movement into a higher pay band should only be on a short term basis for at least one month and not longer than six months except in cases of maternity leave or long-term sick leave where a longer period is anticipated at the outset.

Salary and incremental dates will be calculated in the same way as on permanent promotion as stated in section 2.0.

On return to the substantive payband the salary will be adjusted as necessary. Service in the higher payband is treated as service in the substantive payband and salary paid on return to the substantive post adjusted accordingly.

### **3.2 Effect on Recruitment and Retention premia (RRP)**

Where the current post attracts a RRP and the temporary post does not the RRP will cease whilst working in the higher band temporarily. There will be no protection or increase in pay points.

## **4.0 RESPONSIBILITY ALLOWANCE**

## 4.1 Introduction

Whilst the AfC NHS Terms and Conditions of Service Handbook provides guidance on offering staff additional pay on promotion to a new payband, it does not provide guidance when taking on additional responsibilities that do not result in an overall change to their payband. This is because the additional duties still fall within that payband and AfC does not justify any additional payment in these circumstances. However, NHSBT recognise that there are occasions when these increased responsibilities do not result in an overall change to the banding and it is in the organisation's interests to incentivise staff to take on these duties for a temporary period. NHSBT has agreed in partnership that in exceptional circumstances a payment equating to 5% of basic salary can be made for those staff who take on additional responsibilities and duties where it does not result in an overall change to their payband.

## 4.2 Criteria

In **exceptional** circumstances if the responsibilities of a post are to be increased on a temporary basis of more than one month (for example to provide part cover or lead a specific project in addition to normal duties) then an allowance of 5% of the current basic substantive salary may be payable. This payment is only given on a short term basis and will not continue for more than 12 months.

Due to current budget pressures all requests for Responsibility Allowances will need to be approved by the Expenditure Review Board (ERB). In order to make a request please complete the electronic Responsibility Allowance Request form using this link.

<https://nhsbt.onlinesurveys.ac.uk/responsibility-allowance-request-3>

The electronic form must be completed by an Assistant/Deputy Director and be supported by your HR Business Partner. Once your request has been considered by the ERB you will be notified of the outcome within 2 days and if approved Pay Support will be notified and the allowance will be put into payment.

The responsibility payment will be non-pensionable.

Where the additional responsibilities are likely to last for more than 12 months, the job description must be redrafted to include the additional duties and submitted to the local HR Consultant who will arrange for the job to be graded. Once grading is complete the position should be recruited to either on a fixed term or permanent appointment.

Where an individual is subsequently promoted to a higher pay band following a period of being in receipt of the 5% Responsibility Allowance, the Responsibility Allowance will not be included when calculating pay on promotion. Pay on promotion will be calculated in accordance with para 6.33 of the AfC NHS Terms and Conditions.

## 4.3 Equality and Diversity monitoring

The Workforce Specialist Services team will keep a record of employees in receipt of responsibility payment. This is to ensure that the use of this policy is fair and equitable and that there is no discrimination against any group of staff regardless of age, gender, disability or ethnicity.