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| **Human Resources** | **HR32 Temporary Promotion Policy** |

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| **Version Number** | | **Date Issued** | **Review Date** |
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| **Prepared By:** | Beth Coombes |
| **Consultation Process:** | North of England Commissioning Support (NECS) in partnership with CCG management and Trade Union organisations via the HR Policy Working Group and the CCG Partnership Forum. |
| **Formally Approved:** | July 2022 |
| **Approved By:** | ICB Board |

**EQUALITY IMPACT ASSESSMENT**

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| **Date** | **Issues** |
|  | To be completed, as outlined in the agreed 2022/23 HR EIA review schedule. |

**POLICY VALIDITY STATEMENT**

Policy users should ensure that they are consulting the currently valid version of the documentation. The policy will remain valid, including during its period of review. However, the policy must be reviewed at least once in every 3-year period.

**ACCESSIBLE INFORMATION STANDARDS**

If you require this document in an alternative format, such as easy read, large text, braille or an alternative language please contact [necsu.icbhr@nhs.net](mailto:necsu.icbhr@nhs.net)

**Version Control**

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| **Version** | **Release Date** | **Author** | **Update comments** |
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**Approval**

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| **Role** | **Name** | **Date** |
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# **1. POLICY STATEMENT**

* 1. The aim of this policy is to ensure a fair and equitable approach across the organisation 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.

1. **PROCEDURE**

5.1 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/shared parental leave
* A member of staff has taken a career break
* Short term increase in demand of work from customer

5.2 Temporary promotions are not intended to be used to cover annual leave.

5.3 Under normal circumstances, the post would be advertised internally across the organisation and a selection process would take place in order to select the appropriate candidate to move temporarily into the position.

5.4 There may be occasions where it is not appropriate to open up the opportunity to the whole organisation . 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.

5.5 In these cases, the post would be ‘ring-fenced’ to certain members of staff or locations.

5.6 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***

5.7 A temporary promotion to a post in a higher pay band will not normally be for periods of less than one month.

5.8 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***

5.9 Pay should be set at the first point of the new band. However, if this would result in no increase either because the individual is receiving a bonus or recruitment and retention premium, the individual would go to the first pay point in the band which would result in an increase in pay.

5.10 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***

5.11 The increment date should change in line with the date the temporary promotion is awarded.

5.12 Should the individual be confirmed into this post there will be no further change to their incremental date.

5.13 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 any incremental increases that would have been due under the substantive band and previous increment date. A pay step review meeting should be held upon return to substantive post to consider the incremental increase due.

* 1. 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. 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. Where previous experience at a higher band is less than 12 months, the individual will be appointed to the bottom of the band; however the increment date should change to take into account the previous experience. Where previous experience at a higher band exceeds 12 months, the years of experience working to a higher band may be taken into consideration and appointed on spine point further into the band. In this instance the new increment date will be the date the individual is appointed to post.

Example 1 –

An individual has six month experience working at a band 8a, they receive a promotion from a band 7 to an 8a on the 1 January, therefore their new increment date will be six months after being appointed to post; 1 July.

Example 2 –

An individual receives a promotion from a band 4 to a band 5. The individual has one year experience covering maternity leave at a band 5, therefore they are appointed to the second lowest point of the band and their increment date is one year after the date they are appointed.

***Confirmation into Post***

5.15 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.

5.16 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 organisation.

***Protection Arrangements***

5.17 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***

5.18 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.

5.19 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.

5.20 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.

5.21 All recommendations for honorarium payments must be made in conjunction with Human Resources.

# **Appendix 1 - Equality Impact Assessment**

Equality Impact Assessments will be updated to include statistical data. Equality Impact Assessments will be updated and included in each Human Resource policy, as per the agreed 2022/23 HR EIA review schedule