

HONORARIA PAYMENT PROCEDURE

Part Three – Single Status

1. Introduction

1.1 Employees of the Council who temporarily carry out additional duties which carry responsibility above the level of their existing post may receive an honoraria payment under the following circumstances: -

- a) Where an employee undertakes the **full** duties and responsibilities of higher graded post, for a continuous period of at least four weeks.
- b) Where an employee carries out **part** of the duties and responsibilities of a higher graded post, for a continuous period of at least four weeks.
- c) Where an employee performs additional duties and/or the additional responsibilities involved are particularly onerous, an honoraria payment may be granted at the discretion of the Head of Service in consultation with the HR Manager.

1.2 Honoraria payments are not designed to recompense employees for periods of additional responsibility of short duration such as covering colleagues' annual leave or for very minor additional responsibilities.

1.3 Honoraria payments should be for a maximum of 6 months duration, unless exceptional circumstances apply, and will be reviewed automatically after 3 months duration.

2 How to claim for payment of Honoraria

2.1 Decide which honoraria payment (a), (b) or (c), as above applies and complete the honorarium payment request form (H1). All forms should be signed by the appropriate Head of Service and forwarded to the HR Manager, who will approve the request form and send to Payroll for action.

2.2 Honoraria (a)

- 2.2.1 An employee is eligible for honoraria (a) where he/she undertakes **full** duties and responsibilities of a higher graded post for a continuous period of at least four weeks. Once the qualifying period of four weeks has elapsed, the line manager should complete form (H1) and submit it to their Head of Service for approval. In circumstances where the honoraria can be planned for in advance the Head of Service may authorise payment to be made from the first day on which the additional duties and responsibilities begin without the need for the employee to complete the qualifying period.
- 2.2.2 The honoraria will be paid with effect from the first day on which the duties of the higher graded post were carried out.

The following criteria for honoraria calculations would apply: -

- a) if the employee was **at least one grade away** from the grade of the post being covered, the honoraria should be calculated on the basis of the minimum of the higher graded post being covered.
 - b) if the employee was **on the grade below and on a spinal column point up to the mid-point** the honoraria calculation would be based on the second increment of the higher graded post.
 - c) If the employee was **on the top of the grade below** the higher graded post being covered the honoraria would be based on the third increment of the higher level post.
- 2.2.3 The amount payable per annum will be the difference between the employee's actual salary and the appropriate salary point of the higher grade (as described above). The amount will be pro-rata for part-time staff.

2.3 Honoraria (b)

- 2.3.1 Honoraria (b) applies where an employee carries out **part** of the duties and responsibilities of a higher graded post for a continuous period of at least four weeks. Under unplanned circumstances, the Honoraria Payment request form should not be completed until the end of the period for which the honoraria applies. However, where an extended period of cover is planned for and known to be required, and it is possible to ascertain with reasonable accuracy after a period of 6 weeks the percentage of duties covered by each employee, the honoraria may be calculated at this stage and paid on a monthly basis.
- 2.3.2 Where the duties of a higher graded post have been shared by several employees, a form must be completed for each employee.

- 2.3.3 It is essential that the **percentage** of the higher grade post that is being carried out by the employee is accurately investigated. Once the percentage is identified it should be applied to the sum which represents the difference between the actual salary and the appropriate salary at the higher grade.
- 2.3.4 The appropriate salary point of the higher graded post for honoraria calculation purposes will be in accordance with paragraph 2.2.2.

2.2.4 **Honoraria (c)**

Where an employee performs duties outside the scope of their post over an extended period, or where the additional duties and responsibilities involved are particularly onerous, i.e. working on special project or heavy involvement in a Best Value review, the Head of Service may use their discretion to pay an honoraria payment, the amount payable must be decided in consultation with the HR Manager. This will only be applicable if honorarium (a) or (b) does not apply.

3 Payment in situations where no higher grade is involved

An honoraria is a payment made for individuals taking on additional responsibility or additional duties that are particularly onerous.

Payment of honoraria is therefore, not normally applicable in situations where no higher grade is involved. Instead the employee covering the extra duties will be paid overtime for any hours worked in addition of the standard 7.5 hours per day. In such circumstances, employees will be expected to initially accrue flexi-time credit to the maximum carry forward limited of 15 hours , after which any extra hours will be paid at overtime rate.

If overtime payments continue over an extended period of time the situation will be reviewed by the Head of Service in consultation with the HR Manager.

4 Miscellaneous

Where the situation occurs that the salaries involved (i.e. the salary of the employee covering the duties and the post-holder's salary), are altered as a result of annual pay awards or re-grading during the period in which the duties are being covered), the calculation of the honorarium should be calculated on a separate basis for the periods before and after these changes occur.

Where an employee has an absence level of more than 3 days or more during the period in which the honorarium applies no honorarium will be paid for any remaining period of absence.

5 Approval

The Authority to approve honoraria payments is delegated directly to Heads of Service. Delegated authority is limited to £2000 payable in any one financial year (to any one member of staff) either as a lump sum or as an ongoing monthly payment. Similarly, honoraria payments cannot be approved on an on-going basis for more than one year to any one member of staff. Payments can be approved for any member of staff graded up to and including range 15. Any proposed payments for SMG staff must be referred to the HR Manager.

6 Termination of Payment

HR should be informed of the date when the honorarium payment ceases when the decision to pay an honorarium payment is taken.

7 Right of Appeal

Employees have the right of appeal in cases where it is believed that the honorarium paid was incorrect, that the proportion of duties on which the honorarium paid was incorrectly calculated or if an employee believes that they were treated unfairly.

Appeals will be to the relevant Strategic Director and must be lodged within 10 working days of either receipt of confirmation or acknowledgment of a refusal of an honorarium payment.

[Follow this link for the Honoraria Payment Request Form \(H1\)](#)