

Additional Allowances Policy

1. Introduction

This policy covers any allowance that is payable to a staff member in addition to their basic salary payment.

2. Acting Allowances

Academic Related Staff

Academic Related staff who undertake substantial additional responsibilities at a more senior grade will be paid an acting allowance. The work must continue for more than one month.

The allowance will either be at the allowance rate, details of which can be found in 'Allowances and Out of Hours Rates', or the difference between the member of staff's current salary and the first point of the new scale whichever is greater.

Acting allowances are a temporary payment and would not normally be paid for more than 12 months.

Any Head of Unit wishing to make an acting appointment should refer the matter to the People Hub.

Support Staff

Where a member of the Support staff is called upon to undertake the full duties and responsibilities of a higher graded job for a period of more than three working weeks, for any reason other than annual leave, they are entitled to receive a salary in accordance with the grade of job temporarily occupied from the date on which the duties and responsibilities in question were undertaken. Heads of Units have discretion as to which point on the higher grade is used. The period of the temporary higher grade payment in these circumstances would not normally exceed 12 months.

The Head of Unit should advise the People Hub.

3. Honorarium

(Support Staff only)

Where a member of the Support staff is called upon to undertake less than the full range of duties of a higher graded job outside the scope of their job for a period in excess of three working weeks, the University grants an honorarium. The period of the honorarium would not normally exceed 12 months. The amount of honorarium, which will depend

upon the particular circumstances and the funds available, should be discussed by the Head of Unit with the member of staff concerned and then referred to the People Hub.

4. Shift Allowance

For the current rates, please refer to 'Allowances and Out of Hours Rates' on the People Services Intranet.

The University has no obligation to provide meals and transport outside normal working hours, except where an extra shift is worked beyond the normal working days travel and subsistence may be claimed at the prevailing rates. Any reimbursement of such expenses will be taxable.

5. Call Out

Special payments are made to members of staff who provide 24 hour on-call cover on call out rotas. For the current rates, please refer to 'Allowances and Out of Hours Rates' on the People Services Intranet. Other members of staff called out from home unexpectedly are reimbursed for travel and subsistence expenses at the prevailing rates.

6. Equality, Diversity and Inclusion

Policies are inclusive of all Open University staff, regardless of: race, sex, disability, age, religion or belief, sexual orientation, gender, gender identity, gender expression or gender reassignment.

7. Useful References

Allowances and Out of Hours Rates
Working Hours and Commitments Policy