



<b>POLICY:</b>	Academic Staff Acting Up Policy
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<b>FIRST DRAFT:</b>	February 2021
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<b>ADOPTED:</b>	Approved at UR2022#01
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<b>AMENDMENTS:</b>	
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<b>REVIEW:</b>	February 2027
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## **1.0 Policy Statement**

1.1 From time to time the requirement for a staff member to undertake duties at a higher grade due to the temporary absence of the substantive post holder may arise. It is the policy of Mary Immaculate College that such arrangements are regulated and the purpose of this document is to set out a clear and transparent process for selection of employees for acting up and to set out the conditions which will apply to acting arrangements.

1.2 Competitive selection of persons to fill acting up positions will be in accordance with the principles of merit, fairness and transparency and will be competency based.

1.3 All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality in accordance with law.

## **2.0 Scope of Policy**

2.1 This policy is applicable to all academic staff.

2.2 This policy is without prejudice to all other policies and procedures which may be engaged from time to time by the College.

## **3.0 Legislation, Regulation and Related Policies**

3.1 Legislation, regulation and policy relevant to this document includes:

- Department of Finance circular 38/2007
- Letter from Department of Public Expenditure and Reform to Department of Education and Skills, 4<sup>th</sup> October 2012

## **4.0 Responsibilities**

4.1 It is the responsibility of line managers to adhere to the provisions of this policy in the event that temporary substitution arrangements are required in their area of responsibility.

4.2 Responsibility for the authorisation of acting up arrangements for staff coming within the scope of this Policy rests with the Executive Team.

4.3 *An tUachtarán* and the Executive Team are responsible for the approval of this policy and for oversight of its implementation. Adoption of the policy is the responsibility of *An tÚdarás Rialaithe*.

## **5.0 Definitions**

5.1 Acting Up – the arrangement whereby an employee acts as a substitute for another employee at a higher grade while that employee is temporarily absent or reassigned to other duties or where the post is otherwise vacant pending its filling through competitive process

## 6.0 Acting up Procedure

6.1 Where a line manager identifies a substitution requirement for an employee in a promotional post they must inform the Human Resources Office of this requirement providing details of the reason for the substitution requirement and the likely duration of same.

6.2 Approval for the filling of an academic post on an acting basis must be obtained through the Human Resources Office from the Executive Team.

6.3 The Executive Team may make permanent arrangements for substitution by a designated post holder in respect of any post. Such arrangements will normally be incorporated in contracts of employment and/or job descriptions. Where a post holder who by virtue of their appointment has been designated to substitute/deputise for another more senior post holder in their absence, then the designated substitute will automatically act up in the event of the absence of the senior post holder.

6.4 Having regard to section 6.3, the Vice President Academic Affairs as the designated substitute for the President, will act up in the event of the Presidents absence.

6.5 Having regard to section 6.3, the Assistant Dean of Arts and the Assistant Dean of Education as the designated substitute for their respective Deans of Faculty, will act up in the event of the Deans absence.

6.6 Where there is no designated substitute or deputy, the position will be filled on a temporary basis in the manner as described at sections 6.7 to 6.10.

6.7 Where the likely duration of acting is short term i.e. of up to six months duration, the College will seek to make an appointment as promptly as possible to minimise any potential disruption arising from the vacancy. Accordingly, short term acting up appointments may be filled by seeking expressions of interest from employees within the department/faculty in which the vacancy exists who:

- Are at the grade immediately below that at which the vacancy exists. Both Assistant Lecturers and Lecturers will be eligible to act up to Senior Lecturer grade.
- Have been employed in the same department in which the temporary vacancy arises for a minimum period of two years immediately prior to the vacancy arising and so have a good working knowledge of the functions of the department/faculty.
- Have the necessary minimum qualifications and/or experience as would be required if the post were to be filled on a permanent basis.

6.8 Where more than one eligible person expresses an interest in acting up it will be necessary to fill the acting up post through a selection process. As it will no longer be possible to make an appointment without a selection process, a competitive selection process open to all eligible employees of the College will be initiated.

6.9 All acting up vacancies of greater than six months duration will be filled through a competitive selection process open to all employees of the College who have the necessary

minimum qualifications and/or experience as would be required if the post were to be filled on a permanent basis.

6.10 In the event that the post is not filled following an internal process, the post may be filled through an open competitive process.

## **7.0 Conditions of Acting Up**

7.1 Employees acting in a higher grade will receive an acting allowance where the period of acting is greater than 12 weeks. In the event that an acting up arrangement which was expected to be less than 12 weeks, exceeds that time period, the payment of an acting allowance will be retrospective to the first date of acting.

7.2 An acting allowance will be calculated as the difference between the employee's substantive rate of pay and the salary they would be paid if appointed to the higher grade on a permanent basis.

7.3 An employee who is acting up will progress incrementally on the higher pay scale annually from the date the acting commenced. No salary adjustment will apply arising from incremental progression on the employee's substantive pay scale during the period of acting up unless the progression results in the employee being on a lower salary than they would have been had they not acted up.

7.4 On completion of the period of acting in a higher grade, the employee will revert to their substantive appointment and will be paid at the point of scale which they would have progressed to if they had not acted up.

7.5 An acting up allowance is not reckonable for superannuation purposes unless the period of acting exceeds three years in which the pensionability of the acting allowance will be reviewed by the Finance Office with reference to prevailing Scheme rules.

7.6 Acting in a higher grade does not give a staff member any right to be employed at that higher grade on a permanent basis or any claim to a higher grade post within the College.

## **8.0 Review**

8.1 This policy will be put into operation for five years from the date of approval by *An tUdarás Rialaithe*.