



Professional Services Acting Up

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 professional services staff employed in grades represented by FORSA and SIPTU.

3.0 Legislation, Regulation and Related Policies

3.1 Legislation, regulation and policy in relation to this document includes:

- Department of Finance circular 38/2007
- Letter from Department of Public Expenditure and Reform to Department of Education and Skills, 4th 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 or grades coming within the scope of this Policy rests with the Vice President Administration and Finance.

4.3 The implementation of this Policy is the responsibility of the Director of Human Resources.

5.0 Definitions

➤ 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 a professional services vacancy on an acting basis must be obtained through the Human Resources office from the Vice President Administration and Finance.

6.3 The Executive Team may make permanent arrangements for substitution by a designated post holder in respect of a designated post. Such arrangements will normally be incorporated in contracts of employment. 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 Where there is no designated substitute or deputy, the acting position will be filled in the manner as described at sections 6.5 to 6.8.

6.5 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/office in which the vacancy exists who:

- are at the grade immediately below that at which the vacancy exists.
- have been employed in the same department in which the temporary vacancy arises for a minimum period of one year immediately prior to the vacancy

arising and so have a good working knowledge of the functions of the department/office.

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

6.6 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.

6.7 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.

6.8 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.

7.4 An employee who is acting up will be granted the annual leave entitlement of the higher grade for the period that they are acting or will retain the leave entitlement of their substantive appointment if it is greater than the standard leave entitlement for the higher grade.

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.

7.7 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.

8.0 Review

8.1 This policy will be put into operation for five years from the date of approval by *An tUdarás Rialaithe*, with a review to take place no less than three months before the five years expires.

Revision	Document History	Reviewed By ET	Approved By UR
0	Initial Release	---	UR2018#04
1	Review	ET2024#10	UR2025#03