



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

Acting Up Policy

Version Control

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¹ This policy is effective from 1 January 2023

Approval Framework/Authorisations

Description	Relevant Approver
Acting Up	Head of Division
Non-material changes	Chief People Officer
Material changes	Performance & Resourcing Committee

Change Log

Change Date	By whom	Change description
Q3 2022	People & Change Team	<ul style="list-style-type: none"> • Executive summary included • Reference to Hybrid Working included • Change in delegation of authority in relation to non-material changes (i.e. CPO) • Frequency in policy review changed from 1 to 2 years

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Executive Summary

Purpose of this policy:	To outline the Central Bank of Ireland's (the Central Bank') approach to supporting Acting Up arrangements.
Applies to	All employees
Key points:	<ul style="list-style-type: none"> • Appointments in an acting up capacity are made where there is a business need to fill a position on a temporary basis and the filling of the role through normal channels is not efficient given the role requirements and/ or duration; • Acting Up arrangements in the Bank align to practice in the wider Civil Service (as set out in Circulars 38/2007: Allowances for the Performance of Duties of a Higher Grade & 08/2021: Overtime in the Civil Service).
Policy queries:	HR Advisory (hradvisory@centralbank.ie)

Introduction

The Central Bank of Ireland (the Central Bank) has discretion to appoint colleagues in an Acting Up capacity into roles where there is a business need to fill a position on a temporary basis and the filling of the role through normal channels (i.e. open competition) is not efficient given the role requirements and/ or duration.

Acting Up arrangements in the Central Bank align to practice in the wider Civil Service (as set out in Circulars 38/2007: Allowances for the Performance of Duties of a Higher Grade & 08/2021: Overtime in the Civil Service).

Purpose

The purpose of this policy is to outline the process and operation of Acting Up arrangements in the Central Bank.

Scope

This policy applies to all employees and Acting Up arrangements in the Central Bank.

Policy Statement

Use of Acting Up Arrangements

Appointments in an acting up capacity are made where there is a business need to fill a position on a temporary basis and the filling of the role through normal channels (i.e. open competition) is not efficient given the role requirements and/ or duration. Examples where an acting up arrangement may be put in place may include but are not limited to:

- Maternity/ adoptive leave cover
- Known longer term periods of sick leave
- Short term secondments/ vacancies

Acting up arrangements should not be used to cover periods of discretionary annual leave or address longer-term business needs.

The *minimum duration of any arrangement will be three months* and it is expected in general that *arrangements will last no more than one year* unless an exceptional business need arises.

Initiating & Appointing to Acting-Up Arrangement

- Managers have discretion to initiate an acting up arrangement provided approval to fill the particular role has been provided by divisional management;
- Managers are responsible for selecting and appointing the individual to the acting up position taking account of:
 - Skills and knowledge required for the role;
 - Demonstration of core competencies for the role;
 - Performance at current grade;
 - Impact on current role and how that will be managed; and
 - Readiness of the staff member to operate at a higher grade
- Managers have discretion to either follow a selection process (e.g. seek expressions of interest and, if required, conduct an informal interview process) or make a direct appointment to select an individual for an acting up arrangement:
 - The employee must have successfully completed their probation period in order to be placed in an acting up arrangement; and
- Managers may engage with their People Business Partner to discuss and, once satisfied that an Acting Up arrangement is appropriate, should email the Acting Up request form (**Appendix 1**) to HR Support (hrsupport@centralbank.ie) to initiate the process.

Acting Up Allowance

The employee placed in the acting up arrangement will receive an acting up allowance to bring their total pay (i.e. basic pay plus allowance) in line with the point on the higher scale they would have received if they had been promoted² for the duration of the acting up arrangement. This non-pensionable allowance will be payable in the next available payroll following receipt by HR Support of the signed terms and conditions for the acting up arrangement.

² Salary on promotion is calculated in line with **Circular 34/1977:- Starting Pay on Promotion or Establishment**.

Treatment of Increments

At base grade: Increments at the colleague's base grade will continue to apply as normal however total pay (i.e. basic pay plus allowance) must not exceed the point on the higher scale they would have received had they been promoted. Where an increment is applied, and the basic rate of pay increases, the acting up allowance will reduce to ensure the differential to the appropriate point on the higher scale is maintained;

At higher grade: Where an increment falls due at the higher grade the acting up allowance will be re-calculated to ensure total pay (i.e. basic pay plus allowance) is reflective of the increment that would have been applied at the higher grade had they been promoted;

See **Appendix 2** for a worked example of the above.

Treatment of Overtime

The overtime regulations relevant to the grade to which they are acting up will apply for the duration of the arrangement, i.e.:

- overtime will not apply to colleagues acting up to Bank Professional 2 level for the duration of the arrangement; and
- overtime payments will be calculated at the higher rate, taking account of the acting up allowance, provided the role continues to be eligible for overtime payments (i.e. is at the necessary grade).

Annual & Flexi Leave

- Colleagues will receive the annual leave entitlement, pro-rated as appropriate, applying to the grade to which they are acting up for the duration of the arrangement; and
- Colleagues acting up to roles at Bank Professional 2 level or above will not have the facility to accrue flexi-leave whilst acting up³.

³ The flexi-leave provisions of the Atlas Agreement will continue to apply to colleagues employed before 1 December 2008

Performance Management

- A six-week assessment period⁴ in the higher role will apply to all acting up arrangements and colleagues must successfully complete this assessment period to continue in the acting up arrangement;
- Colleagues acting up for three or more months prior to the start date of the PMDP End-Year review period should be assessed on the basis of their acting up role; and
- Colleagues who have reverted to their previous role during the performance period should ensure that their objectives are updated to reflect their change in role and should be assessed on their performance of applicable objectives for each role.

Treatment of Promotions

- Placement in an acting up arrangement does not give rise to an entitlement to a promotion to a higher grade;
- For those promoted during an acting up arrangement, following a recruitment campaign, salary on promotion will take account of the arrangement including treatment of applicable increments due at the higher grade i.e. colleagues will be appointed to the higher scale and their increment date will align to the start of the acting up arrangement rather than the date of the promotion; and
- For those colleagues promoted at any time following cessation of their acting up arrangement/ allowance, the acting up period will not be considered in the promotion calculation, i.e. the standard promotion calculation will apply.

Cessation of Acting Up Arrangement

Managers have discretion to end an acting up arrangement earlier than anticipated in circumstances where the:

- business need necessitating the arrangement changes/ ceases to exist;
- the individual's performance in the role is not at the required standard; and
- the individual is unable to continue to perform the acting up role for a prolonged period e.g. extended sick⁵, annual or special leave.

⁴ Please see **Appendix 3** for the template evaluation form of this assessment period that must be submitted to HR Support.

⁵ In line with the Central Bank's Sick Leave Regulations, an absence of four weeks or more may be considered to be extended sick leave.

In such cases, the line manager will engage with the individual to advise that the arrangement is ceasing earlier than planned and will confirm same to Human Resources.

On cessation of the acting up arrangement colleagues will revert to their previous grade and the terms of the arrangement will no longer apply i.e. acting up allowance, changes in annual leave, flexi-leave, overtime etc.

Policy Review

This Policy will be reviewed biennially (or more frequently as the need arises) by the Policy Owner to determine if changes are required. Proposed material changes to the Policy will be submitted to the Performance and Resourcing Committee (PRC) for advance approval and non-material changes will be reported annually to the PRC.

Roles and Responsibilities

The following provides a definition of the individual roles of those participating in the Acting Up Policy:

Roles	Responsibilities
Employee Relations	<ul style="list-style-type: none"> Policy Owner
HR Support	<ul style="list-style-type: none"> Assist colleagues & managers with queries Update colleague's profiles as required
Colleague	<ul style="list-style-type: none"> Adhere to all aspects of the Bank's Acting Up Policy
Manager/ Head of Division	<ul style="list-style-type: none"> Consider, in the first instance, all options available e.g. redistribution of work etc. as opposed to an acting up arrangement Ensure that colleagues reporting to them adhere to all aspects of the Central Bank's Acting Up Policy Complete & return the six-week evaluation form to HR Support

Contacts

Any queries on the above, should be directed to HR Support, HRD (hrsupport@centralbank.ie or ext. 6888).

Policy Implementation Procedure

This policy is owned and reviewed by Employee Relations, Human Resources Division, and implemented by HR Support, Human Resources Division.

Related Documentation

Document	Reference	Rationale
Circular	Circular 38/2007: Allowances for the Performance of Duties of a Higher Grade	Further information
Circular	Circular 14/2014: Overtime in the Civil Service	Further information
Policy	Talent Acquisition Policy	Further information
Circular	Starting Pay on Promotion or Establishment	Further information
Agreement	Atlas Agreement	Further information
Policy	Overtime Policy	Further information
Policy	Leave Policy	Further information
Policy	Flexible Working Policy	Further information
Policy	Absenteeism Management (Sick Leave) Policy	Further information
Form	Acting Up Request - Appendix 1	For completion
Form	Six-Week Evaluation Form - Appendix 3	For completion

Appendices

Appendix 1: Request for Acting up arrangement

The below form is to be completed and sent to HR Support (hrsupport@centralbank.ie) to initiate the Acting Up process

Name of staff member:	
Current Grade:	
Division:	
Grade to be appointed to in an acting-up capacity:	
Effective Date:	
Duration of arrangement :	
Cost Centre:	
Please confirm that this role is in line with the approved Workforce Plan and budget for the division:	
Business Case for Acting Up arrangement (If covering for a staff member on maternity leave/secondment etc., please confirm name of staff member being covered)	

Approved:

Signature: _____ Title: _____ Date: _____

(Head of Division/Director)

Appendix 2: Worked Example of treatment of increments during Acting Up

Note: For the purpose of this example, rounded figures rather than salary scale figures are being used.

On the commencement of a one-year acting up arrangement effective 01 September, a staff member was in receipt of a pensionable salary of €45,000 and a non-pensionable acting up allowance of €10,000 which brought them in line with the salary they would have received if promoted to the role, i.e. €55,000.

On 01 May, the staff member was due an increment on to their pensionable salary of €2,000, which brought their pensionable salary to €47,000. In line with this increase to pensionable salary, the acting up allowance is adjusted by €2,000 to €8,000. This adjustment ensures that the staff member is in receipt of the salary applicable to the point of the salary scale they are acting up to i.e. €55,000.

On 01 August, the staff member is due an increment at their acting up grade, which results in an increase to their acting up allowance of €2,000 to €10,000. This change to their acting up allowance ensures that they maintain the same alignment to the salary scale for the grade they are acting up to as a staff member who was promoted to the same point of the salary scale at the same time i.e. €57,000.

Change	Date	Pensionable Salary	Acting Up Allowance	Total Gross Annual Pay
Commencement of acting up	01 September	€45,000	€10,000	€55,000
Increment applied to pensionable salary	01 May	€47,000	€8,000	€55,000
Increment applied to acting up grade	01 August	€47,000	€10,000	€57,000

Appendix 3: Template Performance Evaluation Form

Acting-Up Six-week Evaluation Form

Evaluation and Confirmation:

Name:

Grade:

Acting-Up Arrangement Commenced:

Evaluation:

Key Expectations (incl. line management responsibilities, and associated PMDP activities, if appropriate):

-
-
-

[Name] has performed all aspects of the role in line with my expectations and I confirm their suitability to remain in the role for the expected duration of the arrangement (unless circumstances change).

Signed: _____

HOD/HOF

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