

Honorarium Payment Policy

1. Introduction

The School recognises that there are times when a Head Teacher may need to ask employees to take on additional duties and responsibilities. When this happens, over a continuous period of at least four weeks an honoraria payment can be made in recognition of this. This policy sets out the criteria for the honorarium payments.

This policy applies to all employees, including school-based employees where the governing bodies of individual schools have adopted the Policy.

This Policy does not apply to Teachers employed under the School Teachers Pay and Conditions Document.

2. What is an Honoraria Payment?

An honoraria payment can be made in the following situations where an employee is:

- on a lower graded post and may be temporarily asked to take on the full range of duties and responsibilities of a higher graded post. This may be to cover a vacancy, long term sickness absence, maternity leave etc. The employee will be considered to be 'acting up' and entitled to the full rate of pay of the higher graded post (in line with the spot point of the relevant band, or at the appropriate point of the career grade.
- asked to take on significantly more difficult duties and responsibilities (where there is no vacant post) which is outside the scope of their post and is considered to be of higher grade. In these circumstances an honorarium of up to 15% of the employee's annual salary can be paid.
- asked to carry out a particular project. In this case a one-off payment can be given.

An honoraria payment should only be used as a short-term measure and the manager/Head Teacher should consider whether a temporary variation to contract would be more appropriate if the work to be undertaken is likely to go on longer than 12 weeks.

Honorarium payments will not be paid where individuals are asked to carry out additional duties of a post graded the same level or below their substantive post.

3. Identifying Honorarium Payments

In planned and foreseeable circumstances, employees will normally be invited to express their interest in being considered for carrying out the additional duties and responsibilities. Appropriate selection methods will be applied in these circumstances. In the event that only one employee is eligible/suitably qualified or experienced to undertake the additional duties, the manager may simply approach that individual directly.

In exceptional, urgent, unplanned and unforeseen circumstances, the appropriate manager may approach or select an individual or small number of employees to undertake or share additional responsibilities. This must be with authorisation from the relevant Director or Head of Service/Head Teacher.

4. Conditions

Duties must be carried out for a minimum period of four weeks continuously and a maximum of 48 weeks. Only in exceptional circumstances will extensions be agreed beyond this time. In exceptional circumstances a temporary promotion may begin from day one.

Higher level duties may be shared between employees and pro rata payments made.

If the employee is absent from work (e.g. long term absence) during the period of the honorarium, payment will stop after 4 weeks.

No payment will be made to an employee whose job description specifies that they are required to deputise for another post holder, as the post holder's substantive grade would have recognised these additional responsibilities are required from time to time. However, deputising should not continue for an extended period of time and after four consecutive weeks an honoraria payment should be considered.

The relevant Head Teacher alongside HR Services have the discretion to bring an honoraria payment to an end, without notice, before the agreed finish date, if the employee is no longer required to undertake the duties and responsibilities.

5. Calculation of Honorarium Payments

- **Temporarily undertaking full duties of a higher graded post**

- Where an individual is required to undertake the full duties and responsibilities of a higher graded post for a continuous period of four weeks or more, they will be entitled to receive a salary in accordance with the grading of that higher-level post. For example:

Higher graded post	£40,746
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Substantive post	£35,250
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Annual difference	£5,496
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Monthly honoraria payment	£458
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- **Temporarily undertaking higher level duties where there is no vacant post**

The manager will need to decide what the percentage honorarium to be paid will be, up to a maximum of 15% of the employee's substantive annual salary. This will be dependent on the duties being undertaken. Once calculated, the percentage of the honorarium should remain fixed throughout:

Employee's substantive grade	£40,746 pa
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Honorarium at 15%	£6,111.90 pa
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Monthly honoraria payment	£509.33
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If either the substantive post or post to be covered is subject to a career grade, then normal incremental progression will apply during the period of the honoraria.

All honorarium payments will be paid as a separate allowance in addition to normal salary. Receipt of an honoraria payment will not affect an employee's contractual status or substantive band.

6. Procedure for Getting an Honoraria Payment Approved.

An [Honoraria Payment Form](#) should be completed and emailed to the HR Operations Team. The HR Operations Team will then submit the request through the relevant governance process for consideration.

For school-based employees the request must be submitted to, and approved by, the Head Teacher

7. Equality and Diversity Statement

South Tyneside Council/The School is committed to promoting equality and valuing diversity. An equality check for this policy was carried out in March 2023. No equality implications were identified in this policy.

Policy approved by Governors: April 2024

Date of next review by Governors: April 2025