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SCHOOL BASED HONORARIUM **Policy**

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1. POLICY STATEMENT

The purpose of the document is to assist those involved in dealing with honoraria payments. It provides guidelines to ensure a consistent approach is taken and that all concerned have an understanding of the process.

Whilst the majority of the workforce are contracted to substantive posts, at any given point in time there will be some School employees who carry out their duties in a temporary capacity. Temporary arrangements may arise for a number of reasons, including:

- Where the permanent post holder is temporarily out of post e.g. maternity leave, long term absence through ill health, permanent post holder seconded, etc
- Where there is an exceptional workload that requires additional staff resource
- Where re-organisation, resignation or similar changes to the School's established structure necessitates interim staffing arrangements

In the above cases, should an employee undertake the **full range** of duties then this will be classed as secondment into the post being covered (please refer to separate Secondment Policy).

An honorarium payment will be suitable when a person **undertakes some additional** responsibilities of the higher graded post.

2. CONSTITUTION

Honoraria payments can be agreed by Governing Bodies in conjunction with the Human Resources.

3. TERMS AND CONDITIONS

Payment can be made to employees who undertake a percentage of the higher graded post after a period of four weeks. There may be exceptions when payment can be made sooner but this has to be agreed by the relevant Governing Body.

4. HONORARIUM PAYMENT

- 4.1 **Approval** - prior to any honorarium being discussed with the employee, the headteacher must gain approval from their Governing Body. The Headteacher should clearly state the reasons for the honorarium (see attached form).

4.2 Duration - where an honorarium payment is requested (where only some of the additional responsibilities are undertaken) this shall not normally extend beyond 6 months. Where it is considered necessary to continue payments beyond 6 months a review must be undertaken in consultation with HR to consider whether the payment should continue, or some other arrangement should be made to cover the duties.

Any extension beyond the 6-month period has to be approved by the Governing Body and Human Resources prior to commencement and should not normally last for more than a 12 month period.

5. BASIS OF HONORARIA PAYMENT

Where only a proportion of the higher graded duties are undertaken, the honoraria payment shall be calculated on a fixed percentage basis to reflect the extent to which these duties and responsibilities have been undertaken.

Payment will be calculated on the following percentage basis of the difference between the points on the relevant grade scale.

Percentage Payment Applied
25%
50%
75%

Example

Employee working 37 hrs is paid at Grade 5 viz £16,830 and is asked to undertake a percentage of the duties of the employee at Grade 6 viz £19,126. The percentage payment will be applied to the difference between Grade 5 and Grade 6 viz £2,296. If they were undertaking 50% of the higher role then they would be paid £1,148 per annum which equates to £95.66 per month.

Where the duties and responsibilities of a higher graded post are shared between more than one employee then, Headteachers, in consultation with HR, shall determine the appropriate payment for recommendation to Governing Bodies.

6. PROCESSING THE PAYMENT

For honorarium payments, an application form (see Appendix 1) has to be completed in all cases where a request is being made. Authorisation has to be made in line with the Constitution of the School Governing Body.

Human Resources will then notify to the employee in writing confirming the basis of the additional payment and the likely duration of the honorarium.

7. MATERNITY LEAVE AND SICKNESS

Employees in receipt of honoraria payments may have such payments taken into account in line with the Council's Maternity Policy.

Employees on long-term sickness in receipt of honoraria payments who are continuously absent from work for more than 28 days will have their additional payments stopped.

**RHONDDA CYNON TAF COUNCIL
HONORARIUM REQUEST**

All sections must be completed

Group:		Service Area:	
Name:		Pay No.	
Amount of honorarium (£): (based on difference between grades):		Percentage Applied – 25%, 50% or 75%	
Actual payment to be made (£):			
Payment Basis (monthly/one off payment)		Cost Centre:	
Start date:			
Period of honorarium:			
Review Date:			
If continuation date of original honorarium:			
Detailed Reasons for honorarium			
Line Manager			
Signature		Date	
Name:			
Service Director/Head of Service (Chief Officer)			
Signature		Date	
Name:			
HR Manager			
Signature			
Name:		Date	