

# UK Research and Innovation

## TEMPORARY PROMOTION POLICY

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[Equality Act 2010](#)

[UKRI Recruitment and Selection Policy](#)

### **Policy Statement**

UK Research and Innovation (UKRI) acknowledges that there may be occasions when it is appropriate to promote an employee on a temporary basis. The aim of this policy is to set out the circumstances in which temporary promotion is appropriate thus ensuring the fair and equitable treatment of all its employees across the organisation.

The Temporary Promotion policy and procedure has been agreed with the Trade Union Side and complies with statutory legislation.

This policy applies to all UKRI employees including those employed on fixed term contracts.

The UK Shared Business Services Ltd (UK SBS) provides HR services across UKRI. However some employees are deployed at establishments/facilities/ships that do not access services from UK SBS. In these cases reference to the UK SBS or System (Employee Self Service) will not apply and employees should refer to their UKRI HR team for assistance.

### **Management Guidance**

The aim of this policy is to ensure a fair and equitable approach across UKRI for all its employees including those employed on fixed term contracts. Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relations to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Temporary Promotion policy and procedure should apply, advice should be sought from the UKRI HR team.

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### 1. Principles

- 1.1 Temporary promotion is a non-substantive promotion which will normally be for a defined period agreed in advance and which will not be carried over into another posting.
- 1.2 Temporary promotion will be considered only after other options have been looked at (e.g. use of allowances, secondments). It will not normally last for more than 12 months in total.
- 1.3 For short term service in the higher band (3 months or less) a responsibility allowance, rather than temporary promotion, may be appropriate. For information on responsibility allowances refer to the Pay and Reward Policy and Guidance.
- 1.4 It is not normally appropriate to use temporary promotion to cover a new vacancy or a vacancy created by an employee permanently leaving UKRI. In these cases, a responsibility allowance should be used and the vacancy substantively filled, ideally within 3 months.
- 1.5 Where temporary promotion is implemented, its use should be reviewed every three months with the intention of minimising the use of temporary promotion. If the short-term need of a temporary promotion is extended beyond one year, consideration must be given to filling the post on a substantive basis.
- 1.6 Temporary promotion should only be awarded when the conditions listed in Section 2.1 are met.
- 1.7 Payment for temporary promotion will be made in accordance with the UKRI pay arrangements.
- 1.8 Recruitment to temporary roles should follow UKRI Recruitment & Selection Policy.

### 2. Eligibility Criteria

- 2.1 Temporary promotions may be made where the conditions below are met:
  - 2.1.1 There is a temporary post at the higher band, or the current job holder (in the higher band) is expected to be absent for more than 3 months.
  - 2.1.2 It is necessary in relation to wider management objectives for the work to be undertaken by one person rather than shared amongst other employees as part of their standard duties or left to await the absent employee's return.
  - 2.1.3 The employee is competent to take on the duties and responsibilities which would have been undertaken by the absent employee, or expected of an employee occupying the vacant post.
- 2.2 It is appropriate where:
  - 2.2.1 An employee has been receiving a responsibility allowance for over 3 months for service in the higher band and this is expected to continue for up to one year, or
  - 2.2.2 An employee is serving overseas and it is not possible to return to the UK for a promotion interview. On the individual's return to the UK, the promotion will be subject to consideration by a panel.
- 2.3 Temporary promotees remain eligible for substantive promotion and their promotability should therefore continue to be assessed in their substantive band.
- 2.4 Temporary promotions for more than 1 year:
  - 2.4.1 Where an employee has been temporarily promoted for more than 1 year and the need for the

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role is ongoing, the employee should be made substantive in the band (offered a permanent contract on UKRI terms and conditions) dependent on the criteria below being met:

2.4.1.1 The role was applied for through a vacancy notice as a competitive process.

2.4.1.2 There is an ongoing business need for the role.

2.4.1.3 The employee is not currently subject to any formal performance management processes.

2.4.1.4 The role is not the substantive role of another employee (e.g. maternity cover, secondment or temporary promotion in another role etc.)

### 3. Procedure

- 3.1 The appropriate form will need to be completed by the line manager, approved by the UKRI HR team and submitted for processing.
- 3.2 The individual will be notified in writing of what is required of them in the higher band.
- 3.3 Should it become necessary to end the temporary promotion prematurely for any reason no less than four weeks' notice will be given.

### 4. Temporary Promotion and Pay

- 4.1 Employees on temporary promotion are entitled to the same terms and conditions as employees on substantive promotion. They are entitled to be considered for pay increases in both their temporary and substantive bands. This means that where a period of temporary promotion extends over the implementation of a pay award performance the line manager will make an assessment in respect of service at both band levels. If the employee has been on temporary promotion for the full reporting year, the employee will be assessed at the higher band.
- 4.2 Employees promoted substantively to a pay band in which they currently hold temporary promotion will retain their existing higher band pay and will not receive a further increase for the substantive promotion.
- 4.3 An employee who gained a pay increase whilst on temporary promotion and then reverted to their substantive band, will, if re-promoted (either substantively or temporarily) be paid at least the salary they received previously on temporary promotion.

### 5. Policy Review

- 5.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

### 6. Amendment history

Version	Date	Comments/Changes
Draft 1.4	January 2019	Equality and Diversity added to Management Guidance, Para 2.4 Temporary promotions more than 1 year added, Research Council replaced by UKRI.