

# Policy

---

**Title:** Responsibility Allowance (Level 6)

---

**From:** HR/Reward

**Date:** 28 May 2014

---

## Introduction

The Responsibility Allowance is a discretionary allowance intended to apply over and above the University's core Level 6 pay range. It enables staff to be remunerated appropriately if and when they are required (by the University) to assume significant additional responsibilities.

The Responsibility Allowance should be used where role requirements are not sufficient to warrant promotion or re-grading to Level 7, yet it's clear that an individual is required to assume additional, higher level responsibilities that are over and above Level 6.

The allowance is paid as a separate salary payment on a monthly basis.

## Policy

### 1. Scope

This policy applies to Level 6 employees.

For employees at other grades, please refer to the Higher Responsibility Zone (HRZ) policy and guidance (Annex B – University of Southampton, framework agreement).

### 2. Purpose

The Responsibility Allowance is a discretionary pay element, intended to provide appropriate reward and recognition for Level 6 staff for assuming additional, higher level responsibilities which, while significant, are not sufficient in magnitude to warrant promotion or re-grading to Level 7. It is expected that such responsibilities would account for between 15% and 50% of an individual's role and extend beyond three months in duration. This means that a minimum of 15% of the staff member's responsibilities must lie at level 7 in order to qualify for this allowance. If level 7 responsibilities exceed 50% then the role becomes unbalanced, and redistribution of work or promotion to level 7 may be a more appropriate course of action. Advice will be provided by Human Resources on a case by case basis.

The additional responsibilities should be identified as a need within the University which is required for a minimum of three months to trigger a responsibility allowance.

### 3. Approach

A Responsibility Allowance will be set at between 3 per cent and 10 per cent of base salary (awarded in 1% increments), depending on the magnitude of additional, higher level responsibilities assigned to the individual. The actual percentage payable will be determined following a review of the business case for an allowance, in consultation with HR.

Responsibility Allowances will be uplifted in line with annual pay awards. Payment will be made on a pro-rata basis for part time staff, according to the number of hours worked.

The allowance is subject to annual review by line management, as part of the appraisal process. If the level of additional responsibility assigned to an individual changes over time, the determination process outlined below should be re-applied to determine the appropriate level of payment. The allowance can be removed if there is no longer a requirement for an individual to carry out the additional responsibilities assigned to them. Any reduction or removal should be achieved by giving the employee one month's notice in writing and by notifying Human Resources at the same time.

Human Resources will audit and monitor the effectiveness of this policy and process with line management annually, and will include data in equal pay reporting.

The allowance will be pensionable whether permanent or temporary.

A Responsibility Allowance should NOT be used in the following circumstances:

- To reward high performance (for which a Staff Achievement Award is the more appropriate option).
- To boost basic pay for recruitment or retention purposes in situations where a Market Supplement would be the more appropriate option (please refer to the respective policy documents for detail on existing allowances).

Responsibility Allowances are paid at the discretion of the University to recognise additional responsibilities that the University has specifically requested an individual to assume. Line managers conducting appraisals should review an individual's performance as a whole, including additional responsibilities, where a Responsibility Allowance is being paid.

#### 4. Procedure for Applying a Responsibility Allowance

Heads of Academic Unit/discipline/department should put forward cases for Responsibility Allowances using the appropriate form, clearly indicating the effective date of the assigned additional responsibilities and whether they are a permanent or temporary feature of the role (entering an end date if temporary). If responsibilities are altered or extended, the same process should be applied (allowing sufficient time to process the changes to ensure there is no break in payment).

Responsibility Allowances are subject to approval by the Dean of Faculty/Executive board member in partnership with Human Resources.

Any case put forward should clearly demonstrate:

- that the assigned additional responsibilities mean that the post meets a substantial number of the representative profile statements of Level 7 (but not enough to satisfy a full re-grading); and
- that the post will be assuming more responsibility than when the job was initially matched to its current Grade Level and pay point. Evidence of the additional responsibilities is needed before any payment can be approved; this can be done by including old and new job descriptions, with additional responsibilities highlighted (together with relevant organisation charts, if appropriate).

#### **Maintaining this policy**

The University will monitor the effectiveness of this policy and its general compliance within the organisation. This policy will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable standards and guidelines. All policies within the University of Southampton are subject to equality impact assessment prior to implementation or modification.

This policy will be reviewed at least annually in partnership with the appropriate recognised trade unions.

DATE	REV No	CONTENT	PREPARED BY	APPROVED BY
July 2014	1	New policy	A-M Ciarleglio	UCU JNC