

ACTING UP POLICY

There will be occasions when due to long term illness, extended holiday leave or the job role is vacant for a period, some staff members will be required to fill a more senior position in the company for this short period of time.

This policy outlines how we should resolve this temporary position until such time as the position is covered full time. This of course where there is no natural progression of the role requiring to be covered i.e. there is no person who has been trained in the role that requires to be filled.

These occasions will occur now and then and it is imperative that we have them covered by staff whom Kilmarnock Leisure Centre Trust can confidently request they fill that role.

Initially the person acting up cannot complete all of the role unless they have previously been trained to do so. If they have been previously trained and they can successfully cover all aspect's of the role then they will be paid the full rate for the job.

However in some instances this will not be so, the person requested to cover the role may have very limited experience, or none at all of the role requiring to be covered. In this instance agreement must be reached on the length of time they are expected to be in the role before they are paid the rate for that position.

It is accepted and indeed expected that they must be able to attain the full rate for the job, this of course providing that their job description does not state that they are expected to cover this role for short periods of time as laid out in their Contract of Employment.

Notwithstanding all of the above a period of four weeks must be completed prior to receiving the difference of their own rate of pay and that of the role they are covering. Once this has been completed full payment for the period of cover must be made excluding the four week period, providing of course that their job description does not expect them to cover this role.

If their job description covers this role then they will have been suitably trained and the increased payment will cover all of the period of acting up. This will mean working four full weeks before payment is made but will be paid back for the first four week's. If the period of covering the role is less than four weeks no payment will be made.

Once they have completed their four week period they will not be required to work this again should the occasion arise, they will automatically go on to the increased rate of pay for that position from day one.

This policy is intended to be as fair as practical to every employee of the Kilmarnock Leisure Centre Trust and not to discriminate against any employee of their ability to fulfil any role in the KLCT employment.