

Promotion and Temporary Promotion

Pay Policy

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Overview

This section describes the implications to pay when staff are substantively promoted or given a period of temporary promotion.

Audience

This section applies to UK-appointed staff. It can provide good practice guidance for country/territory TACOS, and/ or English and Exams/ OAS staff subject to local law and conditions.

Responsibilities

These procedures are carried out by:

- recruiting managers
- Human Resources (HR) staff.

Policy

Substantive Promotion

Pay on promotion is increased by 10 per cent of the basic salary unless this amount either:

- takes the member of staff to below the minimum of the pay band to which they are moving
- takes the member of staff to between pay steps.

The increase will be the difference between the current salary and the minimum of the pay band to which they are moving or the nearest higher step of that pay band, whichever is applicable.

Temporary Promotion Allowance (TPA)

A TPA is paid, in addition to the basic salary, if a member of staff takes on full responsibility for a particular job to cover a period of absence of four consecutive working weeks or more. The allowance is a percentage of the base salary and will be whichever is the greater of:

- the current rate of TPA (10 per cent)
- the difference between their current salary and the minimum of the next higher band, or the nearest higher step if, when TPA is applied, it takes them to between steps in the pay band.

Special Responsibility Allowance (SRA)

The SRA is no longer a feature of the British Council pay system. Staff who have a contractual right to an SRA will retain it. However, when they move to another job the SRA will be removed.

Procedures

Substantive Promotion

When recruitment results in a promotion for the individual:

1. The recruiting manager is responsible for informing HR Services London or Manchester so the promotion can be implemented.
2. HR Services will:
 - write to the member of staff informing them of the promotion
 - send the relevant pay form to Rebus to action the new salary.

Applying for TPA

1. Is the temporary promotion for more than six months? If no, go to step 2. If yes, a case should be submitted by HR Services to Head HR Recruitment, based in London.
2. A middle or senior manager will:
 - authorise the allowance and confirm the period of temporary promotion in writing
 - instruct HR Services London or Manchester to complete the relevant transfer form.
3. HR Services sends the form to:
 - Rebus, if the member of staff is based in the UK
 - HR International Assignments Team, if the member of staff is based overseas

In exceptional circumstances, where it is not operationally feasible to share temporary cover among staff, a case may be made to HR Services for the payment of a temporary promotion allowance to a member of staff for a period of less than four working weeks.