

# Honoraria Guidance (Support staff only)

This document provides guidance to headteachers who require support staff to undertake duties and responsibilities at a higher level than their current grade for a short period of time.

## 1 What is an honorarium?

An honorarium payment can be made for the following reasons:

- The employee is undertaking the full duties and responsibilities of a post which is at a higher grade (not to cover annual leave);
- The employee is undertaking partial duties and responsibilities of a post which is at a higher grade (not to cover annual leave). Duties can be shared between more than one employee and therefore a proportion of the honorarium would be payable to each employee;
- The employee is undertaking duties outside the scope of their post, where the additional duties and responsibilities are of a higher grade. Where this is not linked to an existing post, i.e. project work, the duties will need to be job evaluated through Payroll and Employee Service (PES).

An honorarium should be used as a short-term measure only and should not usually be paid for longer than **six months**. If the arrangement is likely to last longer than six months, a temporary contract may be more appropriate.

An honorarium payment is not contractual and will be shown separately on an employee's payslip. It is considered to be taxable income by HM Revenues and Customs and will therefore be subject to tax, national insurance and pension deductions.

## 2 Offering an honorarium

If there is only one employee eligible to undertake the additional duties and receive the honorarium payment, the headteacher should approach the eligible employee to ask if they are interested in taking on these additional duties.

Where more than one employee may be eligible to undertake the additional duties, the headteacher should advertise the opportunity internally, bringing it to the attention of all eligible employees and asking for expressions of interest.

Where more than one suitable applicant expresses an interest, an interview process should be used, based on the person specification for the post, to ensure that all employees are treated fairly and without discrimination. The headteacher should follow the principles for recruitment, as outlined in the Recruitment and Selection Policy.

## 3 Calculating an honorarium payment

The employee should be paid at the salary level that would apply if the employee were appointed to the higher graded post i.e. the first spinal column point of the higher salary grade.

The honorarium is calculated as the difference between the current salary and the bottom of the grade that the employee is covering.

For example:

Higher graded post	Grade 5, SCP 7	£20,092
Substantive post	Grade 3, SCP 4	£18,933
	Annual difference	£1,159
	<b>Monthly honorarium</b>	<b>£96</b>

(Amounts correct as at 01.04.20)

Where an employee is undertaking part of the duties of the higher graded post, the headteacher will need to calculate the percentage of the full job description being undertaken. For example, if the employee above was only undertaking 50% of the higher graded post, the monthly honorarium payment would be £48.

The honorarium should cease on the day the employee stops covering the additional duties. If the employee is absent due to sickness or maternity/paternity/adoption leave continuously for four weeks or more, the honorarium will cease after 28 calendar days from the first day of absence.

## **4 Paying an honorarium**

A request for an honorarium should be made by the headteacher through SAIL, including the projected end date.

The honorarium will be paid monthly, one month in arrears, and the details will be confirmed in writing to the employee by PES.

If the headteacher does not submit a new SAIL request to extend the honorarium, it will cease on the projected end date.



This policy has been developed by the HR Advice and Support team, based on current legislation and best practice. If you would like any advice on the application of this policy, please do not hesitate to contact the team:

<b>Telephone</b>	03000 266688
<b>Email</b>	hradvice@durham.gov.uk

**Further support can be accessed by contacting (subject to SLA buy in):**

<b>Payroll and Employee Services</b>	<a href="mailto:pesschools@durham.gov.uk">pesschools@durham.gov.uk</a>
<b>Occupational Health</b>	<a href="mailto:occhealthadmin@durham.gov.uk">occhealthadmin@durham.gov.uk</a>
<b>Health and Safety</b>	<a href="mailto:hsteam@durham.gov.uk">hsteam@durham.gov.uk</a>
<b>Employee Assistance Programme</b>	<a href="http://www.healthassuredeap.com">www.healthassuredeap.com</a> Username: durham Password: council 0800 716017

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If you have any concerns about how your data is handled, please contact either the school Data Protection Officer (details available from the school office), or the Information Commissioner's Office.