



SCHOOL HONORARIUM POLICY

(NJC/ Support Staff)

School	Cybi
Date policy approved and adopted by Governing Body	2/12/25
Review frequency	3 years
Next review date	Autumn Term 2028
Head teacher	Owain L Roberts
Chair of Governors	Colin Bell

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School Honorarium Policy

1. Introduction

It is important that the school's workforce can be flexible and adapt to change where required. This policy provides the means to achieve flexibility and can provide mutual benefits to both the school and to employees.

The school recognises that honoraria arrangements are a valuable way of providing cost-effective development opportunities for staff and a way to meet the short-term needs of the school. Temporary arrangements may arise for several reasons, including:

- To cover temporary vacant positions due to e.g maternity leave, long term sickness absence, secondments.
- To cover temporary increase in workload/a project that requires additional staff resource.
- Where re-organisation, resignation, or similar changes to the school's structure necessitates interim staffing arrangements.

In the above cases, should an employee undertake all or some additional responsibilities of a higher graded post for a period of less than 6 months, an honorarium payment will be most suitable.

Proposals and agreement for such arrangements must be made in conjunction with the Chair of the Governing Body.

2. Honorarium process

The honoraria payment process will apply when, at the request of their Headteacher, an employee:

- acts up into a higher graded post - carrying out the full responsibilities and duties of the post for some or all their working hours, or
- carries out some, but not all duties, or responsibilities of a higher graded post for some or all their working hours.

Approval - prior to any honorarium being discussed with the employee/s, the Headteacher should discuss and agree the proposed interim arrangement with the Chair of the Governing Body.

Duration – an honorarium payment shouldn't usually extend beyond 6 months and can be terminated by one month's notice on either side. Where it is considered necessary to continue the honorarium beyond 6 months a review should be undertaken in consultation with the Chair of the Governing Body to consider whether the honorarium should continue, or whether alternative arrangements should be made, e.g. secondment or recruitment to the role. Honorarium payments should only be extended beyond 6 months in exceptional circumstances.

Any extension beyond the 6-month period should be approved by the Chair of the Governing Body and should not be approved for more than a 12-month period.

An honorarium will not be awarded for an increase in workload from a post of a like nature to the individual's existing job description, i.e. where there is no increase in responsibility but rather an increased volume of similar work.

3. Basis of Honorarium Payment

The honorarium should be calculated based on the difference between current salary and the lowest point of the higher graded post, the share of duties undertaken, and the length of time involved. Where all the higher graded duties are undertaken, the honoraria payment will be the difference between the employee's current pay point and the lowest point of the higher graded post.

Where only part of the duties of a higher graded post are undertaken, or several employees share the duties, a proportion of the difference between the two salaries noted above should be paid as an honorarium. The proportion of duties will be assessed by submitting a job description to HR, highlighting the higher graded tasks to be undertaken for the honorarium payment. Any payments made will be based on an evaluated grade which has been assessed through the Council's job evaluation scheme. Job descriptions should be assessed through job evaluation prior to approval being sought and the honorarium payment being granted. If, following evaluation, the higher graded tasks are deemed to have no effect on the individual's current grade, no honorarium payment will be due for undertaking the additional duties.

4. Processing the Honoraria

The honorarium application form should be completed and forwarded to Human Resources so arrangements can be made to confirm the arrangement in writing.

5. Relationship with maternity leave

If a woman is in receipt of an honorarium payment during the 8-week period prior to the end of the qualifying week, the honorarium payment will form part of her gross earnings used to calculate her right to maternity pay.

6. Relationship with sickness absence

Employees in receipt of honoraria payments who are continuously absent from work for more than 28 calendar days on long term sickness absence will have their additional honoraria payments stopped.

The Headteacher should provide the payroll section with the above information.

7. Policy Review

The Honorarium policy will be reviewed on a regular basis considering operating experience or changes to legislation.

Appendix 1

Honorarium request

School:	
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Name:		Pay Number:	
Substantive post:		Current grade:	
Post title of duties being covered:			
I confirm that I have submitted a revised job description for evaluation prior to seeking approval for this honorarium and have received confirmation of the revised grade.			
Payment to be made (£):			
Payment Basis: (monthly/one off payment):			
Period of Honorarium:			
Review Date:			
Detailed Reasons for Honorarium:			
Authorisation			
Head teacher			
Signature:		Date	
Name:			
Chair of the Governing Body			
Signature:		Date	
Name:			

Roles & responsibilities

Appendix 2

Headteacher

Complete the honorarium application form.

Obtain confirmation from school accountant that funding is available for any proposed honorarium.

To provide the payroll section with information regarding long term absence of more than 28 days of those in receipt of honoraria.

Chair of Governing Body

Consider Honoraria requests.

Monitor and review effectiveness of Honoraria arrangements.

Employee

To undertake the additional duties and responsibilities of a higher graded post for a continuous period of four weeks before receipt of additional payments.

To be aware that honorarium payments will cease following a period of 28 days continuous long term sickness absence.

Human Resources

Notify the employee in writing confirmation of the basis of the additional payment and the likely duration of the honorarium.

To support Head teachers and employees with the implementation of this policy.