

Dual Jobs policy

Effective 15 October 2005

1 NAME

This policy will be referred to as the Dual Jobs policy of ActionAid International.

2 EFFECTIVE DATE

This policy comes into effect from 15 October 2005

3 SCOPE

This policy applies to all staff of ActionAid International, including its affiliates and associates.

4 DEFINITION

Dual jobs refer to work of a regular nature performed in different countries or divisions of the organization. It is always a set of two regular jobs rather than a set of discrete tasks or the holding of **multiple** roles. (Discrete tasks performed internationally are expected as a matter of course from all staff members of ActionAid International; and most staff are expected to perform multiple roles as a matter of course – eg ID for Africa is also ID for HIV/AIDS theme).

Dual jobs require a staff member to be primarily recruited for an “original” job in one country where the majority (70% and more) of that person’s service would be rendered. The second regular job is then added on to support work in another country or countries.

Dual jobs involve the following:

- **work performed for two or more countries at a given time with a mix of national and regional/international coordination responsibilities across themes, functions and countries.**
- **travel to the concerned countries though the base**

- **would remain located in their original job country.**
- **accountability for both the jobs and attendant responsibilities entrusted to it**

Any short term or one-off tasks across a country boundary will not be considered as a dual job, as covered by this policy.

5 REPORTING

The staff member will continue to report to their given line manager in their original job but will now also report to the other line manager in the second job, as decided by the job. Both line managers would be expected to work together to ensure consistency in management support to the staff member. Both line managers would need to agree workload so there is no over burdening of the dual jobholder.

6 TIME SPLIT

The staff member will not be expected to provide more than a maximum of 30% of their time to such a second job. The line manager of the original job will need to agree ways to reduce the time demands on the staff member so that the total time worked is not in excess of a single, full-time job (i.e. 100%). The time split between jobs must be clearly agreed between the two line managers and the staff member at the outset.

7 CONTRACTUAL ARRANGEMENTS

There will be no change to the employment terms of the staff member. The employer remains a single entity; and that is the employer of the original job. The staff member will continue to be supported by, and held accountable to, the terms and conditions of employment in the original job. All payments and benefits previously enjoyed by the staff

member in the original job will continue uninterrupted.

The original job employer will offer the staff member the dual job with explicit mention of the additional special allowance that may be applicable. This offer and acceptance will not in any way affect the employee-employer relationship in the original job.

A letter of agreement should be exchanged between the two legal entities (e.g. two affiliates sharing services or an affiliate and the international secretariat) formalizing the arrangement and ensuring prior acceptance of charges/recharges to each.

8 REMUNERATION

The staff member will receive:

- 1) The full 100% of salary and benefits in the original job.
- 2) A special allowance for the second job equal to the percentage of base salary proportionate to time agreed for the second job (i.e. upto 30% of second job base salary) after discounting the same proportion on the original job salary (note: If this is a negative amount – when the second job is lower paying than the original job – no money will be deducted from the staff member's original job salary and no special allowance will be payable)
- 3) No other benefits monetary or otherwise pertaining to the second job will be payable
- 4) All per diems, hotel accommodation, etc will continue to apply for trips outside the duty station

9 WORKED HYPOTHETICAL EXAMPLE A

Staff member JY works for ActionAid Kenya as Head of Emergencies. She is asked to take on a dual job and provide support to the emergencies function in Africa (as a Regional Emergencies Advisor on international grade D) on a regular basis. It is agreed between the Emergencies theme head, Africa regional office and the Kenya country office that the time allocated will be 75% to Kenya (original job) and 25% to Africa Emergencies (second job).

Let "X" be the base salary of the original job and "Y" be the base salary of the second job and "Z" be the Special Allowance payable each month.

JY will be remunerated as follows:

- 1) 100% of X in the original job as ActionAid – Kenya Head of Emergencies
- 2) 100% of all other benefits such as provident fund,

- 3) pension, travel allowance, etc – based on 100% of X of ActionAid - Kenya Head of Emergencies
- Special Allowance of 25% of Y – applicable to regional emergencies advisers - less 25% of X

So total payable as Special Allowance Z = 0.25Y – 0.25X

10 DURATION

A dual job should be the rare exception within the organization rather than common practice. It should not normally be carried out for more than one year by any employee. If any extension beyond one year is sought, notification should be sent to the CEO and ID, OE. No dual job arrangement may proceed for more than two years without the written approval of the CEO.

11 ADMINISTRATION

Dual jobs may be requested by any part of the organization. However, it will always be approved by the International Director to whose division the employee's original job belongs, even if the second job is also part of that division.

All dual job payments are administered by the country in which the original job is performed. A recharge of original job salary, to the maximum of the percentage time allocated to the second job, plus the Special Allowance (Z) payable may be recharged to the second job.

All dual job agreements must be notified to regional or international HR. A clear JD for both jobs and a clear split of time between the jobs must be formally spelt out and copies sent to the employee, country HR and regional/international HR as applicable.

At least one month's notice will be provided to the staff member when the second job assignment is no longer required to be performed by the staff member

12 REVIEW, REVISION AND INTERPRETATION

This dual jobs policy is subject to review from time to time and may be modified further or cancelled at any time. In case of any dispute, the interpretation of the International Director, Organizational Effectiveness will be final and binding.