

Name of Policy	General Staff Higher Duties Allowance Policy
Description of Policy	<i>This policy covers the application and payment of a higher duty allowance for General Staff.</i>
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	03 December 2007

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1 Background

This policy has been developed in support of the Higher Duties Allowance provision for General Staff, as set out in the ACU Staff Enterprise Agreement.

2 Policy Statement

A General Staff member who is required to act in a position of higher classification than that which the General Staff member occupies, or who is assigned responsibilities or duties which warrant the payment of a higher duties allowance shall be paid an allowance in accordance with this Policy.

3 Policy Purpose

The purpose of this policy is to inform General Staff of the conditions and arrangements associated with the payment of a higher duty allowance where this is warranted.

4 Application of Policy

4.1 This policy applies to all continuing and fixed term General Staff who are required to act in a position of higher classification than that which the General Staff member occupies or who is assigned responsibilities or duties which warrant the payment of a higher duty allowance.

4.2 A staff member who is assigned the duties of a higher graded position, is eligible for payment of a higher duties allowance where the period of service in the higher graded position is for a continuous period of at least 10 consecutive working days, inclusive of public holidays.

4.3 A staff member who, at the time of proceeding on approved leave with pay, was in receipt of an allowance shall continue to be paid such an allowance provided that the period of leave does not exceed 5 consecutive working days. A general staff member who receives a higher duties allowance for a period of more than 12 months and who then proceeds on a period of paid leave, shall continue to be paid the allowance during a period of paid annual leave.

4.4 If the leave with pay is taken at a rate less than full pay (eg. Personal Leave at half pay), the allowance shall be paid on a pro rata basis. Where higher duties allowance payments are continued during leave with pay, those periods shall be counted as service for the purpose of granting increments in accordance with this policy.

4.5 The proportion of the allowance payable shall be equivalent to the proportion of duties of the higher graded position being performed, as assessed by the staff member's nominated supervisor and approved by the authorising officer. This is normally expressed as a percentage.

4.6 The amount of the higher duties allowance payable is based on the difference between the staff member's substantive salary and the first incremental step of the higher graded position, multiplied by the proportion of the allowance payable.

4.7 If a staff member performs the duties of a position with a higher classification, she/he shall be eligible for salary increments applicable to the higher classification, provided that:

- for the first increment, a total of 12 months higher duties in a position(s) of the same or higher classification has been completed within the preceding 24-month period and an allowance was paid in respect of such duties;
- for subsequent increments, a total of 12 months higher duties in a position(s) of the same or higher classification has been completed within a

24-month period which commenced after the last increment was granted and an allowance was paid in respect of such duties.

4.8 If a staff member, who is performing the duties of a higher classification, is appointed or promoted to a position at that classification level, she/he shall receive the same level of salary increment as if she/he had, during the period of temporary service in the higher classification, been the permanent occupant of that position.

4.9 If a staff member has been performing the duties of a position at a higher classification to which she/he is then promoted, the period of such higher duties shall be considered in establishing the incremental date, providing that the higher duties were performed within the period of 12 months preceding such promotion.

An allowance payable under this policy shall be regarded as salary for the purposes of calculating all other types of allowance, including overtime.

4.10 A higher duties allowance must be payable for a period of 12 consecutive months or more before it will attract University superannuation contributions. Where the acting period is initially less than twelve months, but subsequent periods of higher duties exceed twelve months, superannuation contributions will be based on the higher salary rate from the anniversary date (ie. twelve months after commencement of the HDA).

4.11 Annual Leave Loading will be payable on the higher duties allowance rate where the allowance has been/will be payable for a period of 12 consecutive months or more.

5 Approvals

The payment of a higher duty allowance is subject to the approval of the Executive Staff member for positions in their line of responsibility.

6 Procedures

6.1 If a nominated supervisor proposes that a staff member under her/his area of responsibility are required to act in a position of higher classification than that which the General Staff member occupies or who is assigned responsibilities or duties of a higher graded position, the nominated supervisor must first seek approval for the payment of an allowance from the relevant Executive Staff member, as the authorising officer.

6.2 The nominated supervisor recommends the payment of a higher duties allowance to the approving officer, utilising a '*Request for Higher Duties - General Staff*' form (Attachment 1).

6.3 On obtaining approval, the nominated supervisor then forwards the '*Request for Higher Duties - General Staff*' form to the Human Resources for processing and advises the staff member of the approved arrangements.

6.4 It is the responsibility of the nominated supervisor to monitor the staff member's performance of the activities for which payment of a higher duties allowance is made. The nominated supervisor is also responsible for ensuring that any variation to the approved arrangements is drawn to the attention of, and approved by the Executive Staff member. In such circumstances, the Human Resources must also be advised of the changed arrangements once they are approved.

7 Policy Review

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who

wishes to make any comments about this Policy may forward their suggestions to the Director, Human Resources.

8 Further Assistance

Any staff member who requires assistance in understanding this Policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be needed, they should contact the relevant Human Resources Consultant responsible for their Campus.

**GENERAL STAFF HIGHER DUTIES**

(To be completed prior to any higher duties being undertaken)

NAME: _____		
SCHOOL/DIRECTORATE: _____		
REASON FOR REQUEST:		

CHARGED TO: ----- / ----- / -----		
Acct	T2	T3
PERIOD OF HIGHER DUTIES:	FROM: _____	TO: _____
AMOUNT OF DAYS:	_____	
FRACTION OF THE POSITION BEING UNDERTAKEN:	_____ %	
RECOMMENDED BY:	_____	DATE: _____
APPROVED BY:	_____	DATE: _____
Delegated Officer in the University Staffing Delegations.		

HR Use Only		
ACTING POSITION (WAP): -----		
Higher Duties Allowance Calculations		
ACTING POSITION HOURLY RATE:	\$ _____	
SUBSTANTIVE HOURLY RATE:	\$ _____	
DIFFERENCE:	_____ Hrs x	\$ _____ per hour
HIGHER DUTIES ALLOWANCE PER FORTNIGHT:	\$ _____ per f/n	
Checklist prepared by:		
_____	_____	_____
Name	Signature	Date