

Name of Policy	Interim - Higher Duties Allowance for Academic Staff Policy
Description of Policy	<i>This policy covers the application and payment of a higher duty allowance for Academic Staff.</i>
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision	
Description of Revision	<i>This policy has been updated to incorporate increases to the allowances paid to Heads of Schools, Assistant/Deputy Heads of Schools, Associate Deans, Course Co-ordinators and Lecturers-in-charge, and amended terminology. Role responsibilities have been separated from this policy and a new guidelines document is in preparation.</i>

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	1 January 2011
Senate Approval Date	
Vice Chancellor's Approval Date	27 October 2010

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1 Background

This policy has been developed in support of the Higher Duties Allowance provision for Academic Staff.

2 Policy Statement

An Academic Staff member who is required to act in a position of higher classification than that which the staff member occupies, or who is assigned higher responsibilities or duties, shall be paid an allowance in accordance with this policy.

3 Policy Purpose

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

4 Application of the Policy

4.1 This policy applies to all continuing and fixed term Academic Staff.

4.2 If an Academic Staff member is assigned responsibilities or duties which, on the basis of the Minimum Standards for Academic Levels (MSALs), warrant payment of a higher duties allowance, the staff member shall receive an allowance if the period during which the staff member performs those duties is more than 15 weeks.

4.3 If an Academic Staff member is assigned responsibilities or duties which, on the basis of the MSALs, do not warrant payment of a higher duties allowance, the staff member shall not receive an allowance unless otherwise determined by the Deputy Vice-Chancellor (Academic).

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

4.5 In assigning higher duties, regard will be had to necessary skills and experience, and to equity considerations. Staff at Level A may only be assigned Lecturer-in-charge duties and such staff will be paid the minimum of Step 1 of Level B.

4.6 Higher duties shall include assignment of responsibilities as:

- Associate Dean (normally at Level D);
- Head of School (normally at Level D);
- Assistant/Deputy Head of School (normally at Level C);
- Course Co-ordinator (normally at Level C);
- Lecturer-in-charge (normally Step 1 of Level B); or
- other temporary duties which, on the basis of the MSALs, warrant payment at a higher level than the staff member's substantive level.

4.7 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 (i.e. twelve months after commencement).

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

4.9 At the election of the staff member, a higher duties allowance may be paid either as salary (on a fortnightly basis) or into a Professional Pursuits Account.

4.10 Allowance Payable

Where the payment of a higher duties allowance is approved, the allowance will be calculated as follows:

4.10.1 For assignment as **Associate Dean** the allowance shall be at the rate approved by the Deputy Vice-Chancellor (Academic) (effective 1 January 2011, \$15,400 per annum or pro-rata for lesser periods).

4.10.2 For assignment as **Head of School**, the allowance shall be at the rate approved by the Deputy Vice-Chancellor (Academic):

Small \$11,000 p.a. or pro-rata for lesser periods (effective 1 January 2011)

Medium \$15,400 p.a. or pro-rata for lesser periods (effective 1 January 2011)

Large \$19,800 p.a. or pro-rata for lesser periods (effective 1 January 2011)

The allowance shall be based on the nature of the School and “size” criteria relating to the number of staff, students and campuses, which the School encompasses. The allowance amount will be notified to the Head of School at the time of offer of the assignment.

4.10.3 For assignment as **Assistant Head of School or Course Co-ordinator** where the staff member is at Level B the allowance shall be at the rate approved by the Deputy Vice-Chancellor (Academic) (effective 1 January 2011, \$4,400 per annum or pro-rata for lesser periods).

4.10.4 For assignment as **Deputy Head of School**, the allowance shall be at the rate approved by the Deputy Vice-Chancellor (Academic) (effective 1 January 2011, \$9,600 per annum or pro-rata for lesser periods).

4.10.5 For assignment as **Subject Co-ordinator** where the staff member is at a salary point lower than Step 6 of Level A, the quantum of the allowance shall be the difference between the staff member’s existing salary increment and Step 6 of Level A.

4.10.6 For other temporary assignments, the quantum of the allowance shall be determined by the Deputy Vice-Chancellor (Academic).

4.11 The allowances set out in section 4.10 above are not cumulative, and staff assigned more than one role will receive one rate of allowance at any one time.

4.12 Where the higher duties warranting payment of an allowance are temporarily assigned to a staff member in a relieving capacity (e.g. as a result of a Head of School being on an extended period of absence) for a period of at least 15 weeks, the higher duties allowance will cease to be paid to the staff member during the period that he/she is temporarily relieved of the higher duties.

4.13 A staff member who is in receipt of a higher duties allowance shall continue to progress incrementally through her/his substantive classification level subject to normal progression requirements.

4.14 Where the requirement to perform the duties warranting the higher duties allowance ceases, the allowance will also cease.

4.15 Other Higher Duties

Higher duties (other than those listed above) which warrant payment of an allowance may be assigned, with the prior approval of the Deputy Vice-Chancellor (Academic) on recommendation of the Executive Dean, following application by the relevant Head of School, for a period of at least 15 weeks and normally not more than 12 months. In special circumstances, where it is not appropriate to make an appointment at the higher level, the period of assignment of higher duties may be extended up to a total of 24 months only.

5 Approvals

The payment of a higher duty allowance is subject to the approval of the authorising officer as outlined in the Register of Staffing Delegations.

6 Procedures

6.1 The Human Resources Directorate will undertake the necessary administrative processing of a higher duty allowance upon receipt of advice from the relevant authorising officer and election of payment mode by the staff member.

6.2 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 relevant Executive Planning Group member. In such circumstances, the Human Resources Directorate 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 their operation. In this regard, any staff member who wishes to make any comments about this policy and procedures may forward his/her suggestions to the Director, Human Resources.

8 Further Assistance

Any staff member who requires assistance in understanding this policy and procedures should first consult her/his nominated supervisor who is responsible for the implementation and operation of these arrangements in her/his work area. Should further advice be needed, she/he should contact the relevant Human Resources Consultant responsible for her/his campus.



ACADEMIC HIGHER DUTIES – ASSIGNMENT PRO FORMA

PART A

Offer of Assignment (to be completed by Authorising Officer)

TO: _____ (Staff member's name)

Following a recommendation by the Head of School or other Delegated Officer, I wish to offer you an assignment as _____ (Role) in the Faculty of _____ (Faculty) for the period from _____ (date) and concluding on _____ (date).

Signature: _____ Date: ____/____/____
(Delegated Officer as per the University's Register of Staffing Delegations)

Acceptance of Assignment (By staff member)

I wish to accept / decline* assignment as _____ (Role) in the Faculty of _____ (Faculty) for the period from _____ (date) and concluding on _____ (date).

(*Please delete as appropriate)

I understand that if I am promoted during the term of the assignment for which I am receiving an allowance under the Academic Staff Higher Duties policy, I may no longer be eligible for this allowance.

(Signature)

_____/_____/_____
(Date)

PART B: ELECTION

[Where payment of an allowance applies – refer Academic Staff Higher Duties Allowance policy]

For payment of the allowance as salary:

I elect to have the allowance payable to me under the University’s Academic Staff Higher Duties Allowance Policy paid on a fortnightly basis as part of my normal salary payments;

OR

For payment of the allowance into a Professional Pursuits Account:

If you do not already have a Professional Pursuits Account, please contact your Faculty Budget Officer who will make arrangements for an account to be established. It will be necessary to have the PPA established in order to have the money processed to the account.

I elect to have the allowance payable to me under the University policy on Academic Staff Higher Duties paid into a Professional Pursuits Account and agree to abide by the requirements established by the University from time to time for the management of these Accounts. I acknowledge that monies paid into Professional Pursuits Accounts are available only for business-related expenditure and are to be approved by my supervisor.

[If you already have a Professional Pursuits Account:]

Please indicate account number: _____

[When signed please forward this to the Human Resources office at Mount Saint Mary Campus to ensure prompt action to effect the above election.]

Office Use only:

HR Support Action

Checklist prepared by:

(Name)

(Signature)

Date: / /

Higher Duties Amount per fortnight (with regard to Work Fraction): \$_____

File: Original to Higher Duties file
 Copy to Personal File
 Notification of Acceptance / Declination to Faculty