



Higher Duties Allowance

Higher Duties is a temporary measure which is used to cover staff on leave, recruitment action taking place or to provide a career development opportunity for staff. The Higher Duties must be for a minimum of 5 consecutive working days or 5 separate days within a two month period where the basis of the HDA does not involve consecutive working days but is regular i.e. one day per week each week. For extended periods, expressions of interest should be sought and where there is more than one suitable candidate, consideration should be given to a program of rotation to ensure that all staff members who are suitable, qualified and available have the opportunity to relieve in that position. If the HDA is expected to be more than six months and rotation is not suitable, there shall be a competitive selection process amongst staff who have expressed interest.

1. PERSONAL DETAILS

| | | | |
|----------|--|------------|--|
| Staff ID | | | |
| Surname | | First Name | |

2. CURRENT POSITION DETAILS

| | | | | | | | |
|----------------------------------|-------------------------------------|------------------------------------|--------------------------------------|--------------|--|------|--|
| Position Title | | Position Number | | Level | | Step | |
| <input type="checkbox"/> Ongoing | <input type="checkbox"/> Fixed-Term | <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time → | Hrs per week | | | |
| School/Unit/Office | | | | | | | |

3. HDA / POSITION DETAILS (TO)

| | | | | | | | |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| Position Title | | Position Number | | Level | | Step | |
| Name of Staff Member relieved | | | Hrs per week | | | | |
| School/Unit/Office | | | | | | | |
| Period of HDA | From | | To | | | | |
| Building | | | Campus | | | | |
| Reason | | | | | | | |
| Proficiency (i.e. percentage of duties performed if not 100%) | | | | | | | |
| New Roster Details (if applicable) | <input type="checkbox"/> Mon | <input type="checkbox"/> Tue | <input type="checkbox"/> Wed | <input type="checkbox"/> Thu | <input type="checkbox"/> Fri | <input type="checkbox"/> Sat | <input type="checkbox"/> Sun |
| Cost Centre | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |

Acknowledgement: As per my obligation under the Staff Collective Agreements, I have called Expressions of Interest to fill this opportunity or there are clear and significant operational reasons that support a direct appointment.

| | | | | | | | |
|---------------------|----------------------------|--|-----------|--|------|--|--|
| Approved by: | Name <i>(please print)</i> | | Signature | | | | |
| | Position Title | | | | Date | | |

OFFICE USE ONLY

Enter as HDA < 12 months higher duties CON > 12 months higher duties

Varying Cost Centre: YES / NO NB: if yes, substantive details for HDA into concurrent screen with new cost centre to allow full costing of position.

Prepared by (Print Name)

Date

Checked By

Date