Higher Duties Allowance or Acting Appointment for Professional/General Staff

Charles Sturt University

The appointment **must not commence** until Band 6 approval is given.
Do not send to the employee for acceptance prior to this.

This form is for the approval or extension, of a higher duties allowance or acting appointment for professional/general staff (excluding Acting Senior and Executive Staff Appointments).

A higher duties allowance or acting appointment is payable for a minimum of five (5) consecutive working days and a maximum of 12 months. An employee who does not perform all of the duties of a higher level position may be paid at a lower level or alternatively, at a percentage of the salary of the position. For further information, please refer to the Charles Sturt University Enterprise Agreement.

Employee details

Name

Staff number

Faculty/Division/Office

School/Section/Centre

Appointment details

☐ **New appointment** ☐ **Extension**

Is the employee replacing someone on leave/secondment or filling a vacant position? ☐ Yes: Complete the ***If replacement*** section below ☐ No

Will the employee undertake these duties concurrently with their substantive role? ☐ Yes ☐ No

Start date

End date

Level and step to be paid

Step 1

GL code for appointment

Is the entire salary or just the additional salary to be charged to this GL code? ☐ Entire salary ☐ Additional salary

If the staff member will not be performing the full range of duties of the position, they will only receive payment for a percentage of the nominated level and step.

Please specify the percentage of duties they will undertake

Note: For part time staff, this does not refer to their fraction or alter their total working hours. If they are changing their total working hours, please complete the *Change of Fraction* section below.

If replacement

Name of employee being replaced

Staff number

Position number

Acting position title

Position description attached if:
☐ - Appointment exceeds one (1) month
- Paid at a lower level or only part duties are performed

If the above position supervises staff, the employee acting in the role will have the same Web Kiosk functionality as the supervisor including approving leave/timesheets and viewing the team details. Should you prefer someone else to approve Web Kiosk transactions, this needs to be managed within the section (refer to Employee Services for assistance).

Change of fraction (if applicable)

New fraction %

Please specify roster, in hours, for the fortnight commencing the Friday immediately following pay day.

	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur
Hours														

Reason and additional information

For example:
- Replacing a person on leave/secondment or what additional duties will be undertaken
- How the role is shared with another staff member
- Whether the employee's overall fraction is increasing and they are performing two roles (please provide percentage or hours worked per day in each position in this situation)
- On call allowance payable where they are required to be on call for the duration of the appointment (only applies if substantive incumbent receives this allowance)

Please note: It is not appropriate to offer an HDA pending reclassification

Authorisation

Recommendation

As the supervisor, I acknowledge it is my responsibility to advise Employee Services if this higher duties allowance/acting appointment is to cease at an earlier date for any reason and in particular where:
- A person is appointed by the University to the vacant position
- The substantive incumbent returns to work on a date earlier than the expected end of the authorised leave of absence
- The University has provided two (2) weeks notice to withdraw the higher duties allowance/acting appointment.

☐ I have read the Conflict of Interest Procedure and confirm there is no conflict of interest associated with this appointment (for example, there must not be a personal/family relationship with someone in the area)

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	Name	Signature	Date	
Supervisor				Submit for approval

Approval

	Name	Signature	Date	
Band 6 Who is this?				Send to the employee

Conditions and acceptance

Please read the below information and if you accept, you must sign and send the form to Employee Services for processing. Ensure you CC your supervisor on the email to Employee Services.

I accept this formal variation of my substantive appointment on the conditions set out on this form and understand:

- At the conclusion of this period I will return to my substantive position and fraction;
- I will return to my substantive position at an earlier date where:
  - A person is appointed by the University to the vacant position
  - The substantive incumbent returns to work on a date earlier than the expected end of the authorised leave of absence
  - The University has provided two (2) weeks notice to withdraw the higher duties allowance/acting appointment;
- The amount of superannuation contribution payable by the University for this higher duties allowance/acting appointment depends on the following:
  - If the appointment is for a period of three (3) years or less, superannuation contributions will be paid equivalent to the superannuation guarantee rate for the difference between their substantive salary and the salary attached to this appointment
  - If the appointment is for more than three (3) years, then the standard superannuation contribution of 17% will apply;
- In all other respects, I will retain my existing terms and conditions of employment.

	Name	Signature	Date	
Employee				**EMPLOYEE** Click to submit to Employee Services

DPC Use Only:
If exceeds 3 years update super records. Consult BPs where the appointment exceeds the maximum period.