

## Procedure for Higher Duties Allowances – Senior Staff

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### APPLICATION

This procedure applies to:

1. Staff employed in accordance with the University of South Australia Senior Staff Collective Agreement 2006.
2. Senior staff under the remit of the Senior Remuneration committee employed pursuant to an Australian Workplace Agreement (AWA).

### OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of allowances.

### PROCEDURE

#### 1. Higher Duties Allowance

A higher duties allowance (HDA) is paid to a staff member for undertaking whole or part of the duties of a position at a higher classification level. HDAs are intended to meet short-term workforce planning needs and should not be paid as an attraction or retention mechanism (refer to [Market Allowance Guidelines](#)) or for increased volume of work undertaken in the current position.

A senior staff member temporarily performing the duties of a designated higher classified position for ten (10) working days or more, will be paid an allowance from the date that the senior staff member commences the higher duties, equivalent to the difference between their base salary and the minimum base salary of the higher classified position, unless otherwise approved by the Vice Chancellor (or nominee). Where a senior staff member is not performing the full range of duties of the higher classified position, a percentage of higher duties may be paid on a pro rata basis.

A senior staff member on a Temporary Skill Shortage (Subclass 482) Visa will require prior approval from the Department of Immigration and Citizenship before undertaking whole or part of the duties of a position at a higher classification level.

## **RESPONSIBILITIES AND/OR AUTHORITIES**

### **Immediate supervisor**

The immediate supervisor is responsible for facilitating the management and payment of higher duties allowances in accordance with this procedure.

### **Staff Member**

All Staff are expected to manage their entitlement to higher duties allowances in accordance with this procedure.

### **People, Talent and Culture**

People, Talent and Culture is responsible for the development and continuous improvement of these procedures.

## **CROSS REFERENCES**

[Market Allowance Guidelines](#)

[Performance Based Remuneration Guidelines](#)

## **FURTHER ASSISTANCE**

Management and staff may seek further advice from:

- Their immediate supervisor
- The relevant PTC Business Partner.
- People, Talent and Culture
- People, Talent and Culture website

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