PURPOSE
The principle underpinning Higher Duties Allowance (HDA) is to compensate an employee for temporarily filling a position classified at a higher level.

ELIGIBILITY
For general staff the HDA principle would be applied to a staff member in a position with a higher HEW level. For academic staff this means filling a position of greater leadership or management responsibility.

Staff need to perform the duties of the higher classified position for a period in excess of two weeks, or in excess of four weeks for a staff member whose position is designated as a “deputy” or equivalent of a more senior staff member. A “deputy” is formally identified in the position profile or job description and is required to back fill for the more senior staff member during periods where the Senior Manager is away from the office.

The time frame for HDA is greater than two weeks, and maximum of six months. Generally HDAs should not exceed three months, and where the appointment is likely to exceed three months, it is recommended that it be submitted as a fixed term contract. Fixed term contract requests are processed by HRS Recruitment.

ENTITLEMENTS
An employee who is appointed to perform temporarily all of the duties of a higher classified position and who performs all such duties required to be performed during the appointment shall be paid an allowance equal to the difference between their substantive salary and the minimum salary of the higher classified position for all the time during which he/she performs such duties.

Where it is specified at the commencement of the higher duties allowance that the employee is to undertake part of the duties of the higher position only, a lesser amount, which will normally be a percentage of the full amount, will be paid.

PROCEDURES
Higher duties allowance is predetermined by the employee’s Supervisor before the higher duties are undertaken.

Should a HDA be expected to exceed six months, a reclassification of the position should be considered.

Expiry notification emails are not generated for HDAs. Therefore it is the responsibility of the Supervisor to monitor when the HDA is to end, and to initiate appropriate action.

RELEVANT FORMS
Application for HDA is applied for using the Higher Duties Allowance (HDA) form through the link on the HRS forms webpage under Pay and Benefits.

Should a reclassification of a position be deemed appropriate the Application for Reclassification of a Position form should be used and is available through the link on the HRS forms webpage under Recruitment and Selection.

This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.