

HIGHER DUTIES POLICY AND PROCEDURE

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	2
	Eligibility	2
	Salary increments	2
	Payment for performing higher duties while on leave	2
5	RESPONSIBILITIES	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	3
6	DEFINITIONS	3
	Terms and definitions.....	3
7	RELATED LEGISLATION AND DOCUMENTS.....	3
8	FEEDBACK.....	3
9	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 This policy and procedure outlines the process for employees at CQUniversity to temporarily perform duties of a higher classification level whilst undertaking duties of their substantive position.

2 SCOPE

- 2.1 This policy and procedure applies to continuing and fixed-term CQUniversity employees either:
- acting in a higher classification level, while also undertaking duties of their substantive position, for more than five continuous working days, or
 - undertaking duties of a different position for which an employee has the necessary skill set (and can not be actioned under the [Secondment and Exchange Procedure](#)).
- 2.2 This policy and procedure does not apply to employees being appointed to act in a position other than their substantive position. Refer to the [Secondment and Exchange Procedure](#).

3 POLICY STATEMENT

- 3.1 Employees may be required to temporarily perform additional and/or alternative duties at a higher classification level. Employees who perform such duties must receive financial compensation for the period that they perform these higher duties, subject to the conditions set out in this policy and procedure.
- 3.2 Higher duties arrangements should be temporary, of a short duration, and not be used in lieu of filling substantive positions. Higher duties arrangements of a longer duration may be appropriate where the employee is undertaking an academic role with higher responsibility in addition to their substantive position, for example as a Deputy Dean Learning and Teaching or Head of Course.
- 3.3 The opportunity to perform higher level duties may be as a result of:
- the current incumbent of a position being on leave or secondment

- a delay in the commencement of a new employee after the resignation of the previous incumbent
- a delay to an appointment to a newly established position
- the extended absence of the incumbent due to illness
- undertaking a project or planned employee development exercise not related to an established position but associated with a short-term need, or
- undertaking an academic role with higher responsibility in addition to an employee's substantive position.

4 PROCEDURE

- 4.1 An allowance for higher duties will be equivalent to the difference between the employee's normal salary and the minimum salary of the higher classification. Where an employee will only be performing part of the duties of the higher level classification, the [relevant percentage](#) of the higher duties payable will be determined by the head of the business area, in consultation with the employee, based on the proportion of the additional responsibility undertaken. The higher duties payment will be quantified and paid as a relevant percentage of the higher level position classification.
- 4.2 Higher duties performed will include both University and employee superannuation at the higher level classification in accordance with the relevant superannuation trust deed.

Eligibility

- 4.3 Employees who are required by the University to temporarily perform duties at a higher classification, whilst continuing to perform their substantive duties, for more than five continuous working days, will be paid a higher duties allowance. The total workload will be reasonable and appropriate.
- 4.4 VET Tutors performing higher duties as a VET Teacher must be qualified to do so and will be paid higher duties allowance based upon qualifications and experience as prescribed by the [Central Queensland University Enterprise Agreement 2017](#), or in all other cases, at Step 4 of the relevant salary scale. Further information in relation to this process is outlined in the [Approved Teaching Qualifications for VET Educators Procedure](#).

Salary increments

- 4.5 Incremental conditions relating to the employee's substantive position will continue to apply during periods of higher duties.
- 4.6 If the employee undertaking higher duties is subsequently appointed to a position at the same classification level which is being performed on higher duties, the period of higher duties service is taken into account when determining the new salary increment date.
- 4.7 Academics below Level C who are performing Head of Course duties will only receive a higher duties allowance paid to Level C1 and will not increment.

Payment for performing higher duties while on leave

- 4.8 If leave is taken during a period when an employee is in receipt of higher duties, the employee will receive the higher duties rate of pay for the period of leave approved by the relevant supervisor.
- 4.9 Payment of higher duties during leave over the Christmas/New Year closure will only be paid if the period of higher duties is contracted to extend beyond the period of the Christmas/New Year closure.
- 4.10 On cessation of employment, all accumulated annual leave and long service leave will be paid at the salary rate applicable at the time of termination.

Process

- 4.11 Requests for higher duties allowances, including the applicable rate, start and end dates and the position responsibilities the employee will be performing, must be approved in writing by the relevant [Senior Executive](#). Approved requests must be sent to the People and Culture Directorate (via pac@cqu.edu.au) for processing prior to the higher duties being undertaken.
- 4.12 Requests for higher duties to be undertaken for greater than six months require the approval of the Director People and Culture. This includes both initial requests, and extensions to already approved requests which would now result in the employee undertaking the higher duties for greater than six months.
- 4.13 The Senior Executive reserves the right to vary the end date of any period where a higher duties allowance is payable, based on operational requirements with the provision of two weeks' notice to the incumbent.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director People and Culture is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.2 No additional reporting is required.

Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Relevant percentage: the percentage that, in the opinion of the head of business area, represents the extent to which the employee has assumed the full duties and responsibilities of the higher classification level.

7 RELATED LEGISLATION AND DOCUMENTS

[Central Queensland University Enterprise Agreement 2017](#)
[Secondment and Exchange Procedure](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	N/A
Required Consultation	Joint Consultative Committee
Administrator	Director People and Culture
Next Review Date	15/09/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 24/11/2005
Amendment Authority and Date	Vice-Chancellor and President 15/06/2010; Vice-Chancellor and President 29/11/2020; Vice-Chancellor and President 12/06/2014; Vice-Chancellor and President 11/04/2018; Director, People and Culture 2/07/2018; Editorial amendment 23/11/2020; Vice-Chancellor and President 15/09/2022; Editorial amendments 10/01/2023.
Notes	This document was formerly known as the Acting on Higher Duties Policy (last approved 24/11/2005) and Higher Duties Policy and Higher Duties Procedure (last approved 15/06/2010).