

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 document outlines the policy and procedure for employees to temporarily perform duties of a higher classification level whilst undertaking duties of their substantive position.
- 1.2 Acting in a higher position will most commonly be to temporarily perform duties of a higher classification level while undertaking duties of their substantive position. Alternatively, it may also be to undertake duties of a different position for which an employee has the necessary skill set, although this will ordinarily be undertaken through the [Secondment and Exchange Procedure](#).

2 SCOPE

- 2.1 This policy and procedure applies to all continuing and fixed term employees of CQUniversity.

3 POLICY STATEMENT

- 3.1 Employees may be required to temporarily perform additional and/or alternative duties at a higher classification level. CQUniversity recognises that 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 the below procedures.
- 3.2 Higher duties arrangements are intended to be temporary and of a short duration and should 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 absence of the incumbent of a position 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 staff 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 appointment for an employee who is acting in a position other than their substantive position will ordinarily be covered under the [Secondment and Exchange Procedure](#).
- 4.2 Requests for extensions for higher duties beyond six months will require the approval of the Director, People and Culture or nominee.
- 4.3 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 a professional 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 organisational 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.
- 4.4 The University 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.
- 4.5 Higher duties performed will include both University and employee superannuation at the higher level classification in accordance with the relevant superannuation trust deed.

Eligibility

- 4.6 Where the University requires an employee to temporarily perform duties at a higher classification whilst continuing to perform their substantive duties for more than five continuous working days, the employee will be paid a higher duties allowance. The total workload will be reasonable and appropriate.
- 4.7 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 [Teaching Qualifications \(Approved Teaching Qualification for TAFE Educational Staff\) Procedure](#).
- 4.8 The relevant percentage will be the percentage which represents the extent to which the VET Tutor has assumed the full duties and responsibilities of a VET Teacher.

Salary increments

- 4.9 Incremental conditions relating to the employee's substantive position will continue to apply during periods of higher duties.
- 4.10 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.
- 4.11 Academics below Level C who are performing Head of Course duties will only receive a higher duties allowance to Level C1.

Payment for performing higher duties while on leave

- 4.12 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.

- 4.13 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.
- 4.14 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

- 4.15 The head of the organisational area will advise the People and Culture Directorate via email of the request to pay higher duties to an employee prior to the higher duties being undertaken. The email will include the applicable rate, dates of higher duties and the position responsibilities the employee will be performing.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director, People and Culture is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.
- 5.2 Any proposed changes to the policy and procedure should be made via consultation with the Joint Consultative Committee.

Reporting

- 5.3 No additional reporting is required.

Records management

- 5.4 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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 organisational 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 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	11/04/2021

Approval and Amendment History	Details
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Notes	