UNIVERSITY OF WESTERN SYDNEY

HIGHER DUTIES ALLOWANCE

Higher Duties is a temporary measure which is used to cover staff on leave, recruitment action taking place or to provide a career development opportunity for staff. The Higher Duties must be for a minimum of 5 consecutive working days or 5 separate days within a two month period where the basis of the HDA does not involve consecutive working days but is regular i.e. one day per week each week. For extended periods, expressions of interest should be sought and where there is more than one suitable candidate, consideration should be given to a program of rotation to ensure that all staff members who are suitable, qualified and available have the opportunity to relieve in that position. If the HDA is expected to be more than six months and rotation is not suitable, there shall be a competitive selection process amongst staff who have expressed interest.

Personal Details

Employee No: _____

Surname: _____ **First Name:** _____

Current Position Details (FROM)

Position Title: _____ **Position No** _____ **Level:** _____ **Step:** _____

☐ Permanent ☐ Full Time ☐ Contract ☐ Part Time

College/Division: _____

School/Office: _____

HDA/Position Details (TO)

Position Title: _____ **Position No:** _____ **Level:** _____ **Step:** _____

Name of Staff Member Relieved: _____

College/Division: _____

School/Office: _____

Period of HDA: _____ to _____

Building: _____ **Campus:** _____

Reason: _____

Proficiency: i.e., percentage of duties performed if not 100% _____

New Roster Details (if applicable):

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Cost Centre:

☐☐☐☐☐ - ☐☐☐☐☐ - ☐☐☐☐ - ☐☐ - ☐☐

Acknowledgement: *As per my obligation under the Staff Collective Agreements, I have called Expressions of Interest to fill this opportunity or there are clear and significant operational reasons that support a direct appointment.*

Approved By: _____ _____

(Print Name) (Signature)

_____ _____

(Position Title) (Date)

HR USE ONLY:

Enter as ☐ **HDA < 12 months higher duty** ☐ **CON > 12 months higher duties**

Varying Cost Centre: YES/NO **NB:** If Yes substantive details for HDA into concurrent screen with new cost centre to allow full costing of position.

_____ _____ _____ _____

Prepared by (Print Name) Date Checked By Date