



GENERAL POLICY

Higher Duties Allowance



JULY 1, 2016

MAPOON ABORIGINAL SHIRE COUNCIL
1 Main St, Mapoon Qld 4187

INTENT

Higher duty allowances are paid when an employee is carrying out duties of a higher nature than normally. The level of the higher duties allowance will be the difference in whole or part (depending on the extent of higher duties being performed) between the higher position classification and that normally occupied by the employee.

This policy provides background to when higher duty allowances will be paid by council.

This policy is to be read in accordance with the provisions as contained in the Local Government Award.

Commencement of Policy

This Policy will commence from 1ST July 2016. It replaces all other higher duties allowance policies of MASC (whether written or not).

POLICY

An employee of Council may be asked to perform all or part of the duties of a higher classification on a temporary or indefinite basis by their manager. Any agreement to provide higher duties should be included in the necessary application form seeking higher duties allowance and forwarded to human resource manager following approval by the employee's Manager.

Purpose

Higher duties is a provision recognised within the Modern Industrial instruments.

It is reflective of the organisations ability to respond to service needs and seeks to offer non-permanent opportunities to employees who demonstrate sound management abilities.

This policy will bolster MASC arsenal and ensure clearer direction for management when this specific circumstance arises.

Application

This policy applies during periods where no senior executive role is present in Mapoon for a period longer than two days.

This policy is applicable to existing employees and preferably an individual who has identified skills, knowledge and experience working in a management role.

The duties applied will reflect the position description and associated delegations assigned to the Higher Duty are recognisable – however CEO authorisation is required for all decisions during this period.

Payment

This must be read in conjunction with the appropriate section of the Local Government Award.

Generally, time accrued during the assigned period of higher duties may attract allowance that will be paid to the employee affected. This could include the difference between the employee's own salary and the salary the employee would receive if promoted to the higher classification or it may be an alternative amount agreed upon between the employee and his manager to reflect partial higher duties or a percentage of duties to be performed.

Higher duties allowance will apply when the employee is required to temporarily perform the duties of a job at a higher classification for more than two days. The employee will be paid at the minimum rate for the higher pay level from the date of commencement of higher duties.

Leave

Where a period of leave is involved and an extension is required, the provision for higher duties will continue to be applied and the associated rate will also be applicable until after the end of the period of leave.

An exception to this is where an employee who is performing higher duties is:

- (a) on an extended period of sick and carer's leave (that is of more than four week's duration);
or
- (b) on sick and carer's leave for more than two weeks and the date the employee is expected to return to work is uncertain and another employee is temporarily occupying the higher level job during the period of sick and carer's leave.

Manager Responsible for Review:	Corporate Services Manager
Originally Adopted:	New
Currently Adopted:	01/07/2016
Due For Revision:	30/06/2017
Revoked/Superseded:	