

### **Purpose**

Greater Hume Shire Council employees who are required to relieve in a position which is at a higher level within the salary system shall be paid for that relief.

### **Scope**

This policy applies to all full time and part-time employees of Greater Hume Shire Council and is prepared to ensure a consistent approach to the application of higher duties payments across all sections of Council.

### **Definitions**

*Award* shall mean the Local Government (State) Award 2010.

### **Policy Content**

The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for that position in accordance with the salary system, except where the higher level skills have been taken into account within the salary of the relieving employee.

One employee's absence may result one instance of higher grade pay. Where more than one employee performs additional duties which are part of an individual job then the higher pay will be shared in accordance with Clause 3 of the procedures of this policy.

Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher position unless relieving for the General Manager or a Director (see Clause 7 and Clause 8). Higher grade pay will not apply when the relieving employee is absent due to Rostered Day Off (see Flexible Work Agreement), annual leave, sick leave, conference attendance or public holiday unless an employee is required to undertake additional skills that can be clearly defined and prior approval has been given by the section Manager for higher duty pay.

Higher grade pay does not apply in situations where an employee is relieving in a role that is on the same grade, or a lower grade than the employee's substantive position regardless of personal rates of pay.

The Council may direct an employee to carry out such duties that are within the limits of the employee's skill, competence and training. Council reserves the right to allocate duties in accordance with operational necessity and within budget.

### **Procedure**

#### **1. Approval for payment of higher duties form**

All claims for higher grade pay must be made by completing an "Approval for Payment of Higher Duties" form. See Appendix 1.

### **2. Higher Grade will be paid at entry level for the higher grade**

The rate to be paid to an employee relieving in a position which is of a higher level within the salary system shall be at least the Entry Level rate for the salary grade applicable to that position in accordance with the Council's salary system.

Where the relieving employee already receives a rate of pay that is higher than the applicable Entry Level for the higher grade position, then payment will be calculated by advancing the relieving employee to a salary point above the Entry Level for the higher position as determined by the relevant supervisor.

### **3. Share responsibility for higher duties will be paid as follows**

The difference in the rate received by the highest paid of the relieving employee and the entry level of the higher grade position will be calculated.

The difference will then be divided between the number of employees acting in the higher duties.

### **4. Higher Grade Pay and Public Holidays**

With the exception of provisions specified in Clause 7 and Clause 8 below, periods of time spent relieving in the position refers to performance of the duties of the position and does not include rostered days off, holidays or other leave days. If a Public Holiday is worked then Higher Grade payment will be made including the appropriate penalty rate.

Award conditions apply where an aggregate of six months at the higher rate has been worked during the 12 month period preceding annual leave.

### **5. Approval to Act in a Higher Capacity**

Claims for higher grade pay are to be approved by the section Manager prior to the higher duties being undertaken. In the case of a Manager, approval must be given by the General Manager. The higher grade is to be recorded and authorised on the employee's timesheet.

### **6. Allocation of Duties**

Payment of higher grade duties in the absence of an employee is not automatic. The Directors and Managers of Council may direct an individual employee, or two or more employees, to perform higher duties with payment to be made in accordance with the provisions of this policy.

### **7. Director Level Positions**

Where a Manager is required to assume additional duties due to the absence of a Director, the Manager will be paid at a rate equivalent to 75% of the salary component paid to the relevant Director. In recognition of the requirement for Directors to be available to respond to matters at all times, the Higher Grade of Pay shall be for paid the full period of relief, including public holidays and office closure periods.

### **8. Absence of General Manager**

Where a Director is required to assume the role of Acting General Manager it is expected that the Acting General Manager will assume full responsibility for the day to day operation of the Council. That being the case, the Acting General Manager will receive a rate of pay equivalent to the remuneration package payable to the General Manager at the time. In recognition of the requirement for the Acting General Manager to be available to respond to matters at all times,

the Higher Grade of Pay shall be for paid the full period of relief, including public holidays and office closure periods.

## 9. Relief Duty

Relief duty in a higher grade position and the subsequent payment of higher grade pay is not a condition of employment. In all cases a genuine need must exist for the relief duties to be undertaken.

### Links to Policy

Nil, as at date adopted.

### Links to Procedures

Higher Duty Pay Procedure

### References

Nil, as at date adopted.

### Responsibility

Director Corporate & Community Services

### Relevant Legislation

Local Government (State) Award 2010 – Clause 10 (i) (ii) (iii)

### Associated Records

Nil, as at date adopted.

### Document Control

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Higher Duty Pay Policy		GHSC.GOV.POL.167	March 2016
Version No:	Date Adopted:	Minute Number:	Summary of Changes:
.001			

## APPENDIX 1

### Approval for Payment of Higher Duties

#### Higher Duties is to be paid to:

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Current Grade/Step: \_\_\_\_\_

Current Weekly Salary: \_\_\_\_\_

#### During the absence of:

Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Current Grade/Step: \_\_\_\_\_

Current Weekly Salary: \_\_\_\_\_

Proposed Higher Duties: \_\_\_\_\_ Grade/Step: \_\_\_\_\_

From: \_\_\_\_\_ (Dates) To: \_\_\_\_\_

#### Reason/Justification:

\_\_\_\_\_  
\_\_\_\_\_

#### Requesting Officer:

\_\_\_\_\_ Date: \_\_\_\_\_

#### Approved by:

\_\_\_\_\_ (Director/Manager) Date: \_\_\_\_\_