

Higher Duties Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive - Policy	Chief Operating Officer
Responsible Manager - Policy	Chief People Officer
Review Date	4 July 2028

Section 2 - Purpose

- (1) The University is committed to supporting the development of Executive and Professional staff members. Support includes opportunities to act in a position of a higher classification.
- (2) The benefit to staff is through valuable professional and personal development opportunities and also in benefiting the University by broadening the capability of the workforce.
- (3) The objective of a higher duties allowance is to recognise the extra responsibility taken on by a staff member who acts in a position that is classified at a level higher than their substantive position.

Section 3 - Scope

- (4) This Policy and supporting procedures apply to all continuing and fixed term full time and part time professional staff. They do not apply to Senior Staff contracts, casual or academic staff.
- (5) Fixed term staff cannot act in a position of a higher classification beyond their contractual term. It is recommended that fixed term staff only act in a position of a higher classification for short periods and that the acting opportunity does not impact their ability to complete the work as required by their fixed term contract and position description.

Section 4 - Key Decisions

Key Decisions	Role
Approves a higher duties allowance for professional staff	Senior Executive Group (SEG) member

Section 5 - Policy Statement

- (6) Higher duties arrangements are intended to be temporary and of a short duration and should not exceed a period of twelve (12) months.
- (7) The opportunity for a staff member to perform the duties of a higher position may be a result of:

- a. a staff member is on leave or has been seconded to another position for a short duration (not exceeding twelve (12) months);
- b. a delay in the commencement of a new staff member after the resignation of a staff member.

Payment of Allowance

(8) The higher duties allowance may be paid where the staff member is required to perform the duties of a higher position for:

- a. thirty (30) per cent or more of the responsibilities; and
- b. for a continuous period of two (2) weeks or more (including University holidays) and up to twelve (12) months.

(9) Staff shall receive a higher duties allowance for the period of the higher duties based on the difference between the base salary of the staff member and the base salary and the minimum salary payable to the higher classification position and is proportionate to the percentage of work being performed.

(10) The higher duties allowance will be paid via the payroll system on a fortnightly basis and will attract superannuation and be subject to relevant taxation.

(11) Where the staff member is not performing the full range of duties of the higher level position and they are required to fulfil a portion of the full duties of their substantive role, the higher duties allowance must reflect a fair assessment of the proportion of duties that are completed as determined by the staff member's manager and paid in accordance with the [La Trobe University Enterprise Agreement 2023](#).

Promotion

(12) Where a staff member who is performing the duties of a higher position and is in receipt of a higher duties allowance is permanently promoted to that position, they will not suffer any reduction in remuneration and shall receive the same increments as if they had during the period of temporary service in the higher duties position and been the permanent occupant of that position.

Higher Duties for Periods Greater than 12 Months

(13) Where a staff member is performing the duties of a higher position and is in receipt of a higher duties allowance for a continuous period of twelve (12) months, they will be eligible to receive a salary increment at the higher classification.

(14) The staff member upon completion of each further twelve (12) month period be granted salary increments applicable to the higher position, provided they are currently in receipt of an increment on this basis at the commencement of the [EA](#) and will continue to be paid at that increment.

Paid Leave Provision

(15) Staff who perform the duties of a higher position and take leave with pay (other than Long Service Leave), not exceeding two (2) weeks will continue to be paid the higher duties allowance during the period of leave, if the allowance would have been paid but for the granting of the leave.

Other Pay Considerations

(16) A higher duties allowance shall be regarded as salary for the purposes of calculating all other types of allowances including overtime.

(17) If the staff member who is appointed to perform the duties of a higher position is already on the same or a higher

salary level than the higher duties position, then an additional allowance will not be paid.

(18) A staff member will not be penalised in any way for a refusal to perform higher duties.

Resignation

(19) A staff member who resigns whilst receiving higher duties allowance will be paid out their entitlements at their substantive salary rate.

Section 6 - Procedures

(20) The manager should assess the requirement for an alternative staff member to perform the duties of the higher position. The manager's selection decision should give consideration to factors such as development plans from the career success process, knowledge of the higher duties to be performed, current level of performance, availability of staff member and the work areas succession plans.

(21) The manager should assess what percentage of duties will be allocated to the staff member and determine the applicable Higher Duties Allowance. Once all the above considerations are taken into account, the manager should proceed with the following:

- a. Approach the relevant staff member(s) to discuss the opportunity, the extent to which the staff member would be expected to perform the duties of the higher position and seek their acceptance. A staff member can decline an offer of higher duties without prejudice to their right to future offers. If the staff member declines the offer, the manager can then approach any other suitable staff member(s) to discuss the acting in higher duties opportunity.
- b. Where the staff member agrees to perform the duties of the higher position, the manager should proceed to submit the "Acting in Another Position" form in ASKHR and select the "Higher Duties Allowance" option. The submission will go through the relevant workflows and approved by the relevant SEG member.
- c. Please refer to the AskHR Knowledge Article on [Acting in Another Position, Higher Duties Allowance, Loadings and Allowances Request Form](#)

Section 7 - Definitions

(22) For the purpose of this Policy and Procedure:

- a. Approver: is the delegated person to approve as per Higher Duties form.
- b. Classification: is the level of responsibility of a position, generally shown relative to other positions and as defined in the [Enterprise Agreement](#) is the 'level which most accurately reflects the work to be performed, taking into account the duties and responsibilities of the position'.
- c. Higher Duties: is when a staff member is performing the duties of a higher position.
- d. La Trobe University [Enterprise Agreement 2023](#), approved by the Fair Work Commission ('the [Collective Agreement](#)').
- e. Professional staff: are defined under the [La Trobe University Enterprise Agreement 2023](#), approved by the Fair Work Commission ('the [Enterprise Agreement](#)').
- f. Related legislation: [Fair Work Act 2009](#) and [Superannuation Guarantee \(Administration\) Act 1992](#).
- g. Related Policy and other documents: [Code of Conduct](#)
- h. Substantive position: is the position to which a staff member has been appointed (or would normally occupy) on a permanent basis.

Section 8 - Authority and Associated Information

(23) This Policy is made under the [La Trobe University Act 2009](#).

(24) Associated information includes:

- a. AskHR Knowledge Article on [Acting in Another Position, Higher Duties Allowance, Loadings and Allowances Request Form](#).

Status and Details

Status	Current
Effective Date	4th July 2025
Review Date	4th July 2028
Approval Authority	Vice-Chancellor
Approval Date	4th July 2025
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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