

HR21. Higher Duties – Outside Staff Policy

Policy Objective

To provide outside staff the opportunity to gain experience at a higher level, to develop skills and to show their abilities whilst ensuring continuity of Shire's operations.

Policy Statement

The Higher Duties Policy applies to staff who are requested to perform relieving duties of a higher salary range staff member who is sick or absent from work. Higher duties relieving opportunities may also be offered to staff when a vacancy occurs, and recruitment action is pending.

Higher duties relief staff may undertake the whole or part of the duties and responsibilities of a higher graded position. Rotation means that all suitable staff have an opportunity to relieve where a need exists.

The rate to be paid shall be determined by management (in consultation with the staff member) and will take into consideration the skills and expertise applied by the staff member relieving in the position and the duties required. Payment for higher duties in a higher salary range will not exceed the salary normally offered for the position.

The employee appointed to relieve in a higher level position will be paid at the higher hourly rate if the employee is required to perform higher duties for more than one day, in line with the Local Government Industry Award 2010.

Higher duties will not be paid when the relieving employee is absent on leave or on a public holiday.

Policy Reviewed October 2020