



### Higher Duties Allowance (HDA)

(see [Clause 43](#) of the current General Staff Enterprise Agreement 2010)

#### When is a Higher Duties Allowance payable?

Some examples of when the Higher Duties Allowance may be paid to a staff member are:

- completing a specific project,
- when a change occurs in the duties / responsibilities of the position that may or may not be permanent, or
- undertaking additional duties performed by higher classified roles to help manage high workloads.

### Relieving Allowance

(see [Clause 42](#) of the current General Staff Enterprise Agreement 2010)

#### When is a Relieving Allowance payable?

A Relieving Allowance is payable when a staff member is relieving another staff member who is absent or the position is unfilled.

#### **Example: HDA / Relieving Allowance Higher Education Worker (HEW) Level**

The minimum salary, ie Step 1, of the higher classified position (HEW Level) will be paid.

If the minimum salary of the higher classified position is less than, or equal to, the salary the relieving staff member is receiving in the position he/she substantively occupies, the allowance shall be calculated on the basis of the nearest higher salary step for the higher classified position. For example, if a relieving staff member's substantive position is HEW Level 3, Step 6 they will be paid a relieving allowance of HEW Level 4, Step 2.

#### Account Number

The supervisor is required to provide the Cost Collector and Details Code.

#### Position Description

A formal position description is NOT required if the staff member is being paid a Higher Duties Allowance or Relieving Allowance.

#### Higher Duties Allowance

The reason for, and nature of, the higher duties is to be clearly communicated to the staff member. The same information should be provided to Human Resource Services via the [Higher Duties / Relieving Allowance Form](#) (Section 3 Position Details - Reason for Payment of Allowance).

#### Relieving Allowance

If the staff member is to receive part payment of the difference (rather than 100%), the duties not being performed are to be clearly communicated to the staff member.