

KEMPSEY SHIRE COUNCIL

HIGHER GRADE DUTIES

5.5.22

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.22	Higher Grade Duties
Version	1	
Date Adopted	14 December 2011	

1 INTRODUCTION

- a) The Local Government (State) Award Clause 10, Payment for Relief Work – states:
 - i) An employee required to relieve in a position which is at a higher level within the salary system shall be paid for that relief. 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.
 - ii) Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher positions and is not payable when the relieving employee is absent on paid leave or an award holiday
- b) Some positions, by their nature, will need to be filled at all times.
- c) Other positions may need to be filled when the permanent occupant is unavailable for varying periods of time and Managers will need to determine appropriate relieving arrangements in these situations.
- d) Higher grade pay recognises employees are required to utilise additional skills and exercise additional responsibilities when undertaking the duties of a position that is higher on the pay structure than their normal position.

2 PURPOSE

- a) The purpose of this procedure is to formalise Council's commitment to providing staff with opportunities to 'act' in higher duty positions. These opportunities will form part of the Council's obligations under EEO to provide career development. The procedure applies to all staff and covers short and long-term vacancies.
- b) The procedure aims to be fair and equitable without hindering the Council's efficiency and effectiveness. Factors that will be taken into account are:
 - i) The capacity of an officer to perform the duties.
 - ii) The officer's substantive grading.
 - iii) The availability/willingness of the officer to act in a higher duty position.
 - iv) The equitable provision of opportunities to all staff within the Council who have the basic requisite skills to act in higher positions.
 - v) The opportunity for staff to realistically gain new skills or experience.

- c) It should be noted that not all vacancies will be filled. Factors which will bear on a decision not to fill a vacancy will usually relate to resource issues and the impact on other areas of the team's work. Explanations for a decision not to fill a vacancy can be sought from the relevant manager.
- d) Higher duty payments will not be made unless an employee has been requested to act in the role.

3 PROCEDURE

- a) All higher grade pays **must** be approved in advance via the Manager through to their Director for final approval. **A Change in Working Hours or Conditions form HRM013** (*Appendix A*) is required to be completed and forwarded to the Payroll Officer in Human Resources.
- b) The calculation of the weekly rate to be paid will be based on the first step of the grade range for the higher position.
- c) Council's pay structure is such that all the grades have overlapping salary ranges. In the event an employee is required to perform the full duties of a higher position and is currently receiving a pay rate in excess of the entry level of the higher position, they will be paid at the next salary step above their current rate. Where movement to the next salary step results in an increase of 2% or less, the employee will be paid at the following salary step.
- d) All higher pay, as set out below shall be for the actual hours worked in the higher position.

- i) Higher Duties

Where an employee is fully occupied in a higher position - pay to be at the entry salary level of the higher position (usually when acting in a position for four weeks or longer).

- ii) Extra Duties

- Where an employee undertakes extra duties of a higher position, but is not involved 100% in duties of that higher position - pay will be increased by an amount equivalent to 75% of the difference between the lower pay level (usually more than two weeks but less than four) and the first salary step of the grade range for the higher position.
 - Where the employee undertakes extra duties of a higher position, but is only involved in those duties on a part time basis - pay will be increased by an amount equivalent to 50% of the difference between the lower pay level (usually for periods greater than two days but less than two weeks) and the first salary step of the grade range for the higher position.
- e) In situations where the above arrangements are not appropriate (eg. where two or more employees share the extra duties of a higher position on a part time basis) - an appropriate rate will be negotiated case by case.

4 MANAGER, DIRECTOR AND GENERAL MANAGER POSITIONS

- a) Generally Manager, Director and General Manager positions **will not be filled for periods of less than three (3) days.**

- b) Where Managers are required to relieve in a Director's position, the higher rate of pay should be based difference between the Manager's rate of pay and the entry level of the Executive Management Band levels at the appropriate percentage dependant of period of acting in the higher position.
- c) Where employees are required to relieve in a Manager's position whose position is paid under the Management Band levels, the higher rate of pay should be based difference between the employee's rate of pay and the entry level of the Management Band levels at the appropriate percentage dependant of period of acting in the higher position.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.

Change in Working Hours or Conditions

Employee Name:			Employee No:	
Department:		Business Unit:		
Position:			Position No:	
Name of Reviewing Manager				
Nature of Change (Tick one)	Changed Working Hours Go to 1 below		Changed Pay Conditions Go to 2 below	

1 CHANGED WORKING HOURS

Current hours per week worked:				
Select one of the following:				
Increase to full-time		Effective date:	/	/
Increase hours per week to:		Hours per week effective from:		
Reduce hours per week to:		Hours per week effective from:		
Normal working days each week:		Hours worked per day:		
This is a permanent change		Not a permanent change, Conclude Date:	/	/

2 CHANGED CONDITIONS FOR HIGHER GRADE PAY REFER TO PROCEDURE 5.5.22

Higher Grade Pay – employee is fully occupied in a higher position.	100%		
Extra Duties - employee undertakes extra duties of the higher position	75%		50%
Effective date: / /	Conclude date: / /		
If yes please provide details:			
Position being relieved:		Rate of pay to be paid:	
Provide details of other change/s:			

Reviewing Manager:		Date:
(print name)	(signature)	
Director		Date:
(print name)	(signature)	
HR Team Leader:		Date:
(print name)	(signature)	