Tiwi Islands Regional Council

Title:	**Higher Duties Policy**
Policy No:	017
Adopted By:	Council
Next Review Date:	September 2017
Responsibility:	Chief Executive Officer
InfoXpert Document Number:	151195

Version	Decision Number	Adoption Date	History
1	Resolution 6 of 18-09-14	18 September 2014	Original document

Background: Higher Duties are used to fill positions during leave absences of staff; it provides the opportunity for staff to act in a higher grade position, learn the requirements of a higher grade position, gain experience, build capacity and enhance career advancement, caretaking of the higher position and smooth operational performance of the organisation. Higher duties should be used to encourage staff who have shown a willingness and capacity to expand their work knowledge and skills, it can reward desirable workplace behaviour, it is not a right of a subordinate employee.

This document explains the parameters applying to the use of Higher Duties.

Parameters:

- In the event of a leave absence from the workplace of 2 weeks or more, a senior manager, manager, coordinator, or team leader should consider placing a subordinate employee to act in their position under Higher Duties. Acting in a position and Higher Duties cannot occur if the incumbent employee is on duty (i.e. not on leave) but absent from the workplace e.g. attending a multi day workshop.
- In considering such an employee for placement in Higher Duties, the knowledge, ability and capacity of the subordinate officer to step up to a higher grade should be considered, also their willingness to undertake higher duties while maintaining functionality of their existing position. The role, obligations and caretaker role should be explained.
- Should the subordinate officer decline Higher Duties OR if senior person does not wish to place a subordinate employee in an acting and higher duties role, this should be discussed with the CEO so that critical duties can be managed by alternate means.
- The percentage of Higher Duties will be proposed and agreed between the parties but may not be less than 30% of the duties of the higher position, recorded on the Higher Duties form.

- A Higher Duties Request form must be filled out and approved prior to the period of Higher Duties,
- Higher Duties must be worked for a minimum of 5 working days to be payable.
- Higher Duties Allowance will not apply if the employee takes leave, is on leave or if there are Public Holidays (LGIA Section 18.2) or Special Leave days occurring during the period of Higher Duties.
- Higher Duties Allowance will be paid at the base salary rate for the position (not the rate of the incumbent officer); in arrears, after attendance is checked and the percentage of work has been confirmed by the incumbent employee, this advice must be sent to HR prior Pay Period Ending and payment of Higher Duties.
- The incumbent officer should discuss the performance of the subordinate officer and record this information in writing, then send it CEO for review and to HR for filing.

Review as needed or in 3 years whichever occurs first.