



Professional Employees Higher Duties Allowance Form

SECTION 1 - Employee Information

- 1.1 Employee name Employee number
- 1.2 Substantive position title Substantive level
- 1.3 Business Unit/Faculty/School Campus
- 1.4 Supervisor

SECTION 2 - Position to be acted in

- 2.1 Position title Position number
- Name of incumbent Classification level
- Start date End date *The HDA will be paid at Step 1 of the nominated salary scale
- 2.2 Justification Type of request
- If this is an extension request will the total HDA worked exceed 6 months? Yes No
- 2.3 Will the employee be required to perform in this higher classification for 10 working days or more? Yes No
- 2.4 Percentage of duties to be paid at the higher level 25% 50% 75% 100%
- 2.5 What is the payable higher duties difference amount? \$
- 2.6 Please confirm the Higher Duties Allowance Payable: \$ per fortnight

HOW TO CALCULATE A HIGHER DUTIES ALLOWANCE

A Higher Duties Allowance is calculated as the difference between the staff member's current salary and the minimum salary point for the position.

Example (based on a full time employee, at 25%):
 Substantive Level: Hew 4, Step 2 = \$66,830 (hourly rate is \$34.2718)
 HDA Proposed Level: Hew 5, Step 1 = \$70,511 (hourly rate is \$36.1595)
 Hourly rate difference is \$1.8877 x 37.5hours = \$70.78 per week
 25% = \$17.695 per week

Example (based on a full time employee, at 75%):
 Substantive Level: Hew 4, Step 2 = \$66,830 (hourly rate is \$34.2718)
 HDA Proposed Level: Hew 5, Step 1 = \$70,511 (hourly rate is \$36.1595)
 Hourly rate difference is \$1.8877 x 37.5hours = \$70.78 per week
 75% = \$53.085 per week

Example (based on a full time employee, at 50%):
 Substantive Level: Hew 4, Step 2 = \$66,830 (hourly rate is \$34.2718)
 HDA Proposed Level: Hew 5, Step 1 = \$70,511 (hourly rate is \$36.1595)
 Hourly rate difference is \$1.8877 x 37.5hours = \$70.78 per week
 50% = \$35.39 per week

Example (based on a full time employee, at 100%):
 Substantive Level: Hew 4, Step 2 = \$66,830 (hourly rate is \$34.2718)
 HDA Proposed Level: Hew 5, Step 1 = \$70,511 (hourly rate is \$36.1595)
 HDA hourly rate difference is \$1.8877 x 37.5hours = \$70.78 per week

2.7 FOR PART TIME EMPLOYEES ONLY

- Will this higher duties appointment alter the employee's current work schedule? Yes No
- If yes, please indicate the new work schedule

SECTION 3 - Authorisation

3.1 Supervisor's name

Signature

Date

3.2 People and Culture Endorsement

People and Culture Endorsement: Director, HR Business Partners (For requests under 6 months)

OR

PVC, People and Culture (For requests over 6 months)

Signature

Date

3.3 Approving authority name

Signature

Date

Please forward completed form via email to P&C@nd.edu.au

PEOPLE AND CULTURE USE

Employee Services

Copy of signed form has been sent to the employee

Entered into PeopleSoft

Signature

Date

Payroll

Processed for Payroll

Signature

Date

For further information

Contact the People and Culture team at P&C@nd.edu.au