

POLICY NO AND TITLE	1.2.1	Conditions of Employment policy
PROCEDURE	1.2.1(y)	Higher grade duties
VERSION AND DATE ADOPTED	2	31 May 2006
RESPONSIBLE OFFICER		Manager Human Resources

The Award provides: -

An employee required to relieve in a position which is at a higher level within the salary system, shall be paid for that relief at an appropriate rate. 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 entry level 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.

Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher position. (Refer: Local Government (State) Award 2007).

Higher grade pay recognises that 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.

It is important to note that the Local Government (State) Award 2007 provision is on the basis that the **full duties** of the higher position are being performed.

The Local Government (State) Award 2007 does **not** specify that employees temporarily relieving in a higher position are to receive the same pay rate as the person who normally holds that position. In most circumstances, the permanent occupant of the position will be receiving above the entry level as a result of achieving certain performance and training objectives over a period of time.)

Higher grade pay arrangements must be approved in advance by either the Team Leader, the Supervisor / Manager or the Director, where applicable.

Some positions, by their nature, will need to be filled at all times.

It is Council's intention to recognise the higher skills utilised in these frequently occurring situations by broadening the position descriptions of employees who provide relief on a daily or similar basis.

Other positions may need to be filled when the permanent occupant is unavailable for varying periods of time and Managers shall determine appropriate relieving arrangements in these situations.

Higher Grade Pay Rates

Council's pay structure is such that all the grades have overlapping salary ranges. In the event that 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, he/she 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.

Partial Performance of Higher Grade

Council or management often do not require the full duties to be undertaken on a temporary basis and a judgement must be made to determine the proportion of duties or responsibilities that are expected to be performed by the temporary occupant. This judgement should be made prior to the commencement of any higher grade pay arrangement and should be discussed between the temporary occupant and the Manager. The arrangement is to be authorised by the relevant Director.

Director/Manager Positions

Guidelines have been developed for employees who are required to relieve in positions of Manager and/or Director.

Unless there are exceptional circumstances, the following partial performance rates should be applied to Manager/Director positions when required. Generally Manager/Director positions will not be filled for periods of less than week.

Period of Absence	% of Difference between employee's salary and the entry level of the higher position. In Director's positions, entry level is replaced by salary component of Total Remuneration package.
Up to one week	Nil
One week to 6 weeks	80%
Over 6 weeks	100%

Other Positions

A position may normally involve processing and/or authorising certain administrative matters, coordinating the workload of staff and developing and implementing policies. The occupant of the position is paid \$1000 p.w. but the entry level rate is \$960 pw)

When the occupant goes on 3 weeks leave, another employee (normal salary \$850 pw) provides relief in the position but is not required to be involved in the policy development role.

There are two methods of evaluating an appropriate pay rate.

1. A position description may be written, a Wyatt Questionnaire completed and a grading established, or
2. The Director and the employee negotiate an agreed rate (based on a % of duties carried out) and this should be added to the employee's normal pay rate.

In this example, it might be determined that the relieving employee should receive a rate based on 80% of the difference between the normal rate of \$850 pw and the higher rate of \$960 pw (entry level) which equates to $\$110 \times 80\% = \88 pw higher grade pay).

Where the Director and the employee are unable to agree on the appropriate percentage, the first method detailed above should be utilised.

General

Where higher grade pay arrangements are for 3 weeks or more, rostered days off that are taken while acting in the higher position shall be paid at the higher grade rate of pay.