

Higher Duties Allowance

GETTING THE RIGHT RATE FOR YOUR ROLE

Where you relieve another employee in a higher role for at least one working day you become eligible to receive an allowance of the higher of either:

- 2.5% calculated on your TRP or
- the TEC Low of the market rate for the role

This includes relieving in a higher role within the same level as well as relieving in a role in a higher level.

You should be paid this amount for the whole time of the relief.

Your People Leader will be provided with the market range for the higher duties position. The People Leader can request that you are paid higher than the levels specified in the Enterprise Agreement, if that's appropriate.

HOW ABOUT IF I TAKE LEAVE OR THERE'S A PUBLIC HOLIDAY?

If you're performing higher duties immediately prior to you taking leave and you would have continued in the higher duties role had you not gone on leave you will be paid the higher duties rate for the portion of the leave that you would have performed higher duties.

The same applies for public holidays.

WILL I STILL GET MY RDO'S?

If you're a Level 1 or 2 employee and you're relieving in a higher Level 1 or 2 role, you will continue to accrue RDO's and will be paid at the higher rate when you take an RDO during the time you are working in that higher role.

If you're a Level 1 or 2 employee relieving in a Level 3 role, you will continue to accrue your RDOs but these will be paid based on your normal TRP. You will be encouraged to take accrued RDOs when the relief is finished.

For further information and support talk to your local FSU Rep or Organiser. Alternatively you can call the Member Rights Centre on 1300 366 378.

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