

HR - Letter Template - Higher Duties Agreement

Employee Name:	
Ordinary Role and Pay Classification:	
Higher duties (role) to be undertaken, and pay classification:	
Start and End date of higher duties:	Start Date Date
	End
Percentage of higher duties to be performed:	
<p><i>It is unlikely that temporary higher duties would require the employee to perform 100% of the function. A percentage of the duties is determined with the Manager and this percentage informs the rate at which the higher rate of pay is applied accordingly.</i></p>	
Backfill required for current role:	

When an employee performs duties that carry a higher rate of pay than their ordinary classification, clause 30 of the Social, Community, Home Care and Disability Services Industry Award 2010 provides that:

1. A home care employee engaged in any duties carrying a higher wage rate than the classification in which they are ordinarily employed in any one day or shift will be paid at the higher wage rate as follows:
 - a) for two hours or less, the time so worked; or
 - b) where the time so worked exceeds two hours, a full day or shift.
2. All other employees who are called upon to perform the duties of another employee in a higher classification under this award for a period of five consecutive working days or more

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will be paid for the period for which duties are assumed at a rate not less than the minimum rate prescribed for the classification applying to the employee so relieved.

For all other opportunities, the percentage of the role being performed directly informs the percentage of the higher duties pay rate applied to the employee's remuneration, no less than the conditions provided in the Award. A temporary amendment of hours or conditions should be prepared where this is in excess of one working week.

Employee

Name	
Date	
Signature	

Manager/Supervisor

Name	
Date	
Signature	