



MONASH University

Higher Duties Allowance Application Form General Staff Only

Payment of Higher Duties Allowance will be in accordance with [Clause 76 of the Monash University Enterprise Agreement \(Academic & General Staff\) 2005](#).

The minimum period for acting in a position **up to and including HEW 7 is 2 weeks +1 day.**

The minimum period for acting in a position at **HEW 8 and above is 4 weeks + 1 day.**

Section 1 - Employee Details									
Personnel Number:									
Family Name:					Given Names:				
Faculty/Department:					School/Section:				
# Substantive Appointment Fraction:	%			HEW Level and Step:					

If the substantive position is fractional and there is a change during the period of Higher Duties then a new Work Schedule will be required to cover the acting period.

Section 2 – Higher Duties Appointment										
Position Title:						Personnel Number:				
Current Incumbent:				HEW Level & Step:			Appointment Fraction of Incumbent:	%		
Reason for payment of HDA:										
Percentage of Duties required at the higher level %				Start Date of HDA: / /			End Date of HDA: / /			
The Higher Duties Allowance will be paid at the difference between the staff member's salary and the minimum salary of the higher classified position. Any request for special consideration for payment at a different rate, must include detailed reasons in support of the special request, in the space below. Any additional information/comments.										

Section 3 - Authorisation									
Cost Centre					Fund				
Authorisation 1 - Person with Financial Delegation Funds are available and I authorise payment for the specified work					Authorisation 2 - Dean, Head of organisational Unit, Registrar				
Signature					Signature				
Please print name					Please print name				
Contact Extension No.			Date / /		Contact Extension No.			Date / /	

Costing details to be completed only if different to the staff member's existing cost centre and fund.

HR SERVICES USE ONLY																																																	
Proposed Salary	HEW	_____	\$																																														
Current Salary	HEW	_____	\$	_____	\$	_____																																											
Higher Duties Allowance		_____	\$	_____	\$	_____																																											
<table style="width: 100%; border: none;"> <tr> <td colspan="8" style="border: none;"></td> <td colspan="2" style="border: none;">Authorisation by Director, Human Resources Division or nominee</td> </tr> <tr> <td colspan="8" style="border: none;"></td> <td colspan="2" style="border: none;">Approve: Yes <input type="checkbox"/> No <input type="checkbox"/></td> </tr> <tr> <td colspan="8" style="border: none;"></td> <td colspan="2" style="border: none;">Signature</td> </tr> <tr> <td colspan="8" style="border: none;"></td> <td colspan="2" style="border: none;">Date / /</td> </tr> </table>																		Authorisation by Director, Human Resources Division or nominee										Approve: Yes <input type="checkbox"/> No <input type="checkbox"/>										Signature										Date / /	
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For assistance, please contact HR Enquiries on 9902 0400

Please return completed form to HR Operations, Human Resources Division, Monash University VIC 3800

Human Resources Division privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>