

Appointments: Acting Procedure



1 Purpose

To outline the processes used to offer temporary higher duties and/or acting appointments.

2 Scope

This Procedure applies to all Employees.

3 Procedure Overview

This Procedure details the appointment processes and conditions for acting appointments.

4 Procedures

4.1 Appointment process

Acting appointments may be made when an Employee is required to temporarily perform duties classified at a higher level.

The opportunity to act in a higher classified established position may be used as a mechanism to reward exceptional work performance by an Employee and/or assist and enhance an individual Employee's career and professional development through the opportunity to acquire advanced knowledge, skills and abilities.

In instances where more than one Employee possesses the necessary knowledge, skills and abilities to act in a higher classified position, where possible and practical, and as part of the University's commitment to Employee development, each of these Employees should be given an equal opportunity to act in the higher classified position.

All acting appointments must be approved by the Delegate. The approval to appoint is then forwarded to the Executive Director (Human Resources) for action.

4.2 Allowances

4.2.1 Higher duties allowance

An Employee acting in a higher classified established position will receive their normal salary plus an allowance so the total remuneration is equal to the minimum salary of the acting position.

Allowances are paid in accordance with the following table:

Employee Position	Allowance Payable	Allowance Calculated As Follows
Professional Employees	More than nine sequential working days.	Difference between current salary and the minimum salary of higher position.
Academic Employees	More than 20 sequential working days.	Difference between current salary and minimum salary of higher position.
Professional or academic Employees acting in a Senior Contract position	More than nine sequential working days but less than or equal to 40 days.	By negotiation with the Executive Director (Human Resources).
	More than 40 sequential working days.	By negotiation with the Category 2 Delegate.

An Academic Level A Employee required to carry out full Course coordination duties for more than 20 days, will be paid a salary no lower than the Academic Level A, Step 6.

If the allowance is to be paid for a period of 12 months or more, the Employee has the option to contribute superannuation to their superannuation fund based on the higher level of salary for the duration of payment of the allowance. Alternatively, the Employee may retain the current substantive rate of contribution.

Additionally, an Employee receiving a higher duties allowance will be entitled to annual leave at their current rate of pay at the time of taking the leave. Employees receiving a higher duties allowance for a period of 12 months or more will be entitled to the payment of leave loading at the rate of the relieving USQ Level (for leave accrued at that USQ Level only).

Academic Level A Employees are not expected to undertake any of the following duties:

- administrative functions that go beyond the limited functions primarily connected with Courses in which the Employee teaches
- membership of more than a limited number of Committees
- teaching primarily in programs which are offered only at Masters level and above
- initiation of Course material
- development of Course material unless there is appropriate guidance from the unit or Course coordinator

- complex levels of Course coordination
- supervision of the program of study of honours Students or of postgraduate Students engaged in Course-work
- supervision of major honours or postgraduate research projects
- development of program material.

Where an Academic Level A Employee is required to carry out any of the above duties, they will be appointed as an acting Academic Level B, or paid an allowance so their remuneration is at least equal to the minimum salary for Academic Level B. Refer to the Position Descriptions and Position Classification Standards Procedure for typical duties performed at each Academic Level.

4.2.2 Responsibility allowance

Where an Employee is expected to perform additional duties outside the scope of their substantive position for a temporary period, the Employee may be eligible for a responsibility allowance.

A request for the application of a responsibility allowance is to be prepared by the Delegate and include evidence of:

- documentation of the increased additional duties, the time period to which the additional duties apply, and the reasons for the additional duties
- the Employee's performance
- the amount of the allowance and proposed source of funds (i.e. cost centre's capacity to pay the allowance).

Professional Employees who are required to undertake additional duties on an ongoing basis are required to apply for reclassification under the Professional Employee Position Progression Procedure.

5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approve acting appointments for Deputy Vice-Chancellors. Approve acting appointments as Vice-

	Chancellor (in consultation with the Chancellor for periods in excess of one month).
Category 2 Delegate	Approve acting appointments at Contracted Senior Executive level (excluding Vice-Chancellor and University Senior Executive Appointments).
Category 3 Delegate or above	Approve acting appointments of more than six months at academic level E and professional Employee Levels 9 to 10.
Category 4 Delegate or above	Approve acting appointments of more than six months at academic levels A to D and professional Employee levels 1 to 8. Approve acting appointments of six months or less at academic levels A to E and professional Employee levels 1 to 10.

6 References

Nil.

7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

8 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	17/4/2019
Effective Date	17/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement

Related Policies	Recruitment, Selection and Appointment Policy
Related Procedures	Position Descriptions and Position Classification Standards Procedure Professional Employee Position Progression Procedure
Related forms, publications and websites	Human Resources Website
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Course</p> <p>The basic unit of study and assessment for which a Student may be awarded a grade, and may accumulate credit units towards completion of a Program.</p> <p>Delegate (noun)</p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p>Employee</p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p>Student</p> <p>A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.</p> <p>University</p> <p>The term 'University' or 'USQ' means the University of Southern Queensland.</p> <p>USQ Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2018-2021.</p> <p>Definitions that relate to this procedure only</p>

Contracted Executive Appointments

Appointments to positions which typically report directly to a Divisional Head or Council appointed member of the University Senior Executive, and have significant department or section management responsibility. Positions typically hold Human Resources Category 2 or 3 Delegation. Such appointments include roles such as Executive Dean and Executive Director.

Senior Appointments

Appointments to positions which typically report to a Contracted Executive within a Division, however may also report directly to a Divisional Head or Council appointed member of the University Senior Executive. Positions typically hold Human Resources Category 3 or 4 Delegation. Such appointments include roles such as Directors, Heads or Executive Managers. Other positions may be included with the approval of the Vice-Chancellor.

University Senior Executive Appointments

Appointments to those positions appointed and/or approved by University Council. Such appointments include the Vice-Chancellor and Deputy Vice-Chancellors. Positions typically hold Human Resources Category 1 or 2 Delegation and normally operate as Divisional Heads.

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