



Australia's
Global
University

HR08

HIGHER DUTIES REQUEST

TO: HUMAN RESOURCES
COPY TO: SUPERANNUATION

(HR.V1.0_7.05.18)

Personal Details									
Name									
School/Dept									
Current Position Title					Current Level				
Position Number					Current Step				
Employee ID						Employee Record No			

For Professional Staff									
Effective Date					End Date				
Acting Position Title					Level		Step		
Name of employee being temporarily replaced					Percentage of duty performed%			
Will this position involve staff supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No									

For Academic Staff (level A only)									
Effective Date					End Date	*			
Fraction as a percentage of full-time					Will this position involve staff supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Other Instructions									

Staff Member acknowledgement	
I understand and accept the above variations to my employment conditions.	
_____	_____/_____/_____
signature	date

Approvals	
_____	_____/_____/_____
HOS or equivalent	date
_____	_____
print name	extension

_____	_____	_____	____/____/____
print name	extension	Dean or equivalent	date

HIGHER DUTIES ALLOWANCE IS PAYABLE FOR MAXIMUM PERIOD OF 12 MONTHS

* The University reserves the right to discontinue at any time the arrangements of the higher duties allowance referred

to above, including before the end date specified above. In such circumstances, you would resume your substantive

position.