

## 3.14 RELIEVING APPOINTMENTS (INCORPORATING HIGHER DUTIES) – PRINCIPLES AND PROCEDURES

### 1. BACKGROUND AND CONTEXT

The purpose of a relieving appointment is to maintain the efficient functioning of the workplace and to contribute to the training and development of the relieving staff member. However, it is not essential that a relieving appointment be made on each and every occasion a position becomes vacant.

### 2. PURPOSE AND SCOPE

A relieving appointment is an internal appointment for a fixed period of normally up to and including 12 months. A relieving appointment may be made to either:

- (a) a temporarily vacant position; positions may be temporarily vacated for a variety of reasons, eg absence on leave or secondment, or departure from the University of the holder of the position; or
- (b) a position that has been newly created on a fixed-term basis and for which the recruitment/ appointment action will be internal to the University.

A relieving appointment may be for a short period (eg relieving for another staff member on annual leave) up to and including 12 months (eg relieving for another staff member on a secondment). The process for filling a temporarily vacant or new fixed term position for greater than 12 months will normally be undertaken in accordance with the [Recruitment and Selection Policy](#) (refer to section 4.3 of this document).

Should a relieving appointment involve a staff member undertaking the duties of a position at a higher classification and salary, the relieving staff member will be paid a relieving allowance in accordance with this document.

Clause 19 of the [Support Staff Agreement 2006](#) outlines arrangements in relation to the payment of higher duties allowances for support staff.

### 3. DEFINITIONS

For the purpose of this document:

**vacant position** means a position which is either temporarily vacant due to the absence of the usual occupant, or a vacancy of a newly created fixed-term position which is intended to be filled by internal recruitment.

**reliever/relieving staff** means a staff member(s) appointed to undertake the nominated duties of the vacant position.

**nominated duties** means those duties of a vacant position which will be performed by a relieving staff member.

**supervisor** means the supervisor of the vacant position for the purposes of performance development and review, leave approvals, etc.

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## **4. PRINCIPLES AND PROCEDURES**

### **4.1 Support Staff and Senior Staff Group (not including Academic Managers, refer to 4.2)**

#### **4.1.1 General provisions**

A relieving appointment will be initiated by either the incumbent or the supervisor of the vacant position, and approved (refer Authority below) prior to commencement of the period of relief.

It is not essential that a reliever fill a position on each occasion it is vacated. This will depend on the length and nature of the absence, and the level and duties of the position and their need to be undertaken during the period of absence.

The reliever will be selected from among the available pool of staff, which will include:

- (a) those at a classification lower than that of the vacant position. In these cases, a relieving allowance may be payable (refer to 4.1.2 below)
- (b) those at the same classification as that of the vacant position.

The pool of available staff is not restricted to staff in the same work unit.

The following principles will be taken into account when selecting a reliever:

- (a) operational requirements and the efficiency of the workplace
- (b) the development of staff, and
- (c) merit.

On some occasions, for the purpose of staff development, it may be advantageous to appoint a reliever who is not the next most senior to the vacant position. On such occasions the consideration of staff development will be weighed against the consideration of the capability of the reliever to fulfil the nominated duties efficiently.

Where there is more than one staff member capable of undertaking the duties of the position, the following options are available subject to operational requirements:

- (a) a division of the period of vacancy between capable staff members
- (b) a division of the nominated duties of the position between capable staff
- (c) where there is a pool of capable staff the introduction of a roster system such that a different staff member relieves for each period of vacancy.

#### **4.1.2 Payment of a relieving allowance**

Under the provisions of Clause 19 of the [Support Staff Agreement 2006](#)

Where the University requires a staff member to perform some or all of the duties of a position classified at a higher level for a minimum period of five consecutive working days (or in the case of a part-time staff member, for a minimum period of the staff member's normal working week), the staff member will be paid their substantive salary as well as an allowance equal to the difference between the staff member's substantive salary and the minimum salary for the level of the higher classified position. Where the staff member is assuming only a proportion of the role then a proportion of the allowance will be paid for the proportion of work performed. The proportion of the work to be performed will be determined by the University.

The above arrangements also apply when a support staff member relieves in a Senior Staff Group position.

No allowance is payable to a staff member whose substantive position is at Senior Staff Group Level 1 and above when relieving in a position for less than four weeks.

In cases where the staff member undertakes the full duties of the vacated position, the allowance will be paid at the rate of the difference between the reliever's substantive salary and the minimum base salary level of the vacant position; with the exception that, where the difference between substantive salary and minimum salary of the vacant position is insignificant, a relieving allowance at a level higher than the minimum level may be approved.

Any personal allowance(s) that the substantive occupant of the vacant position is paid (such as first aid officer allowance or market loading) will not be taken into account in calculation of payment of the relieving allowance.

#### **4.1.3 Proportion payments**

If the reliever does not undertake the full range of duties of a vacant position an appropriate percentage of the allowance will be agreed upon prior to the period of relief. If during or after completion of a period of relief a staff member performs duties in excess of those expected, the percentage of the allowance may be increased.

#### **4.1.4 Leave during relieving appointment**

Whether or not the relieving allowance will be paid during a period of leave is set out below:

- (a) Sick leave, annual leave, personal leave and community leave: The relieving allowance will be paid during the leave provided that the leave is approved by their supervisor.
- (b) Long service leave: The relieving allowance will not be paid during any period of approved long service leave.
- (c) Paid parental leave: The relieving allowance will not be paid during any period of paid parental leave taken during a relieving appointment for six months or less. If the relieving appointment is for more than six months then the relieving allowance will be paid during paid parental leave taken within the time span of the relieving appointment.

Relieving staff who are on leave of absence from duty as the result of a work-related injury (the workers' compensation claim having been accepted by the University's insurers) are entitled to continue to be paid the relieving allowance for the duration of the relieving appointment if they so choose. However, statutory maximum amounts for workers' compensation payments exist and, if the relieving salary is in excess of the relevant statutory maximum, it would be necessary to debit the staff member's leave entitlements in order to supplement workers' compensation payments to the level of actual salary paid. Staff in this situation should seek advice from Environment Health and Safety or Payroll to establish the impact on their leave.

#### **4.1.5 Senior Staff Group positions**

No allowance is payable to staff members whose substantive position is at Senior Staff Group Level 1 and above when relieving in a position for less than four weeks.

A staff member who is appointed to relieve for an extended period in a position which is remunerated at a Senior Staff Group level may be eligible to participate in the Senior Staff Performance and Remuneration Review in accordance with the relevant guidelines.

#### **4.1.6 Incremental progression – Support Staff**

Staff who relieve in a higher position are eligible for incremental progression within the level of the relieving salary. The applicable increment date will be at the Unit Increment Date (UID) of the Unit in which the relieving position is located. The staff member must complete at least 6 months in the relieving position prior to the Unit's UID.

Broken but consistent and recent periods of relief in a higher graded position(s) may be aggregated such that payment of incremental progression by allowance will be considered when staff member has acted in one or more higher positions for more than 12 months prior to their Unit's UID.

During periods of relief, staff will continue to be eligible incremental progression on their substantive salary.

#### **4.1.7 Superannuation**

Relieving allowances will only be included as salary for superannuation purposes where the superannuation fund to which the staff member contributes makes it compulsory for UTS to include the allowance as salary or to provide the staff member with an option to elect to include the allowance.

#### **4.1.8 Workplanning and Performance Review**

The supervisor of the vacant position and the reliever will engage in the performance and development process (refer to [Performance and Development – Principles and Procedures](#)) in order to identify objectives for and to provide feedback on the staff member's performance during the period of relief.

### **4.2 Academic Managers**

#### **4.2.1 General provisions**

Relieving appointments may be made to academic management positions. Relieving appointments cannot be made to academic teaching and/or research positions. For academic management positions at the level of Head of Department/Director it is not essential that the position be filled by a reliever on each occasion that it is vacated.

A relieving appointment will be initiated by either the incumbent or the supervisor of the vacant position and approved (as Authority below) prior to commencement of the period of relief.

#### **4.2.2 Relieving appointments of less than four weeks**

When a position of Dean, Associate Dean or Head of School is vacant for less than four weeks, the duties of the position will be undertaken by the respective alternate Dean, Associate Dean or Head of School. The appointment of alternates is described in clause 4.2.3 below.

With regard to appointment of a relieving Head of Department/Director for less than four weeks, apply the procedures for relieving appointments of between four weeks and 12 months' below (4.2.4).

No relieving allowance is payable for an academic relieving appointment of less than four weeks.

#### **4.2.3 Appointment of alternate Dean, Associate Dean, Head of School**

An alternate Dean, Associate Dean and Head of School will be appointed to each respective faculty, division and school in order to provide automatic relief when the appointed Dean, Associate Dean and Head of School is absent for a period of less than four weeks.

On an annual basis, each Dean will submit to the Senior Deputy Vice-Chancellor a recommendation for the appointment of an alternate Dean, Associate Dean and Heads of School for the following twelve months. In forming this recommendation, consideration should be given to:

- (a) operational requirements and the efficiency of the workplace
- (b) the development of staff
- (c) merit.

During their appointment, an alternate will be expected to maintain availability to relieve in the position of Dean/Associate Dean/Head of School. Therefore an appointment will not be made to a member of staff who has been granted a Professional Experience Program (or similar absence) during the term of the appointment. Deans/Associate Deans/Heads of Schools will liaise with their alternate to ensure that they are not absent on leave simultaneously.

No relieving allowance is payable to an alternate for assuming the duties of relieving Dean/Associate Dean/Head of School for a period of less than four weeks.

Should an alternate be appointed as relieving Dean/Associate Dean/Head of School for four weeks or more the appropriate relieving allowance will be payable for the entire period of the relieving appointment.

Appointment as an alternate will not, of itself, entail a reduction in teaching load. However, dependent upon the workload of an alternate while relieving in the capacity of Dean/Associate Dean/Head of School, it may be necessary to make alternative arrangements for the teaching load of the alternate's substantive position.

#### **4.2.4 Relieving appointments of between four weeks and 12 months**

These provisions apply to the positions of Dean, Associate Dean, Head of School, Head of Department and Director, with the exceptions outlined in the appointment of alternate Dean, Associate Dean, Head of School above.

For a relieving appointment of between four weeks and 12 months, the reliever will be recommended for appointment either by the supervisor of the vacant position, from among the available continuing and fixed-term academic staff of the faculty / area.

The following principles will be taken into account when selecting a reliever through informal processes for such an appointment:

- (a) operational requirements and the efficiency of the workplace
- (b) the development of staff, and
- (c) merit.

On some occasions, for the purpose of staff development, it may be advantageous to appoint a reliever who is not the next most senior to the vacant position. On such occasions the consideration of staff development will be weighed up with the consideration of the capability of the reliever to fulfil the nominated duties efficiently.

The period of the vacancy may be split to allow more than one capable member of staff to undertake the nominated duties of the position during successive appointments.

#### **4.2.5 Payment of a relieving allowance**

An academic who is appointed to relieve in an academic management position, and whose substantive salary is less than that attributable to the academic management position, will be paid a relieving allowance if the period of relief for four weeks or greater.

When an academic relieves for four weeks or more it will be assumed that they will undertake the full range of duties and responsibilities normally undertaken by the substantive occupant. The relieving allowance payable will be in accordance with the base salary of the academic management position.

Any personal allowance(s) that the substantive occupant of the vacant position is paid (such as first-aid allowance or market loading) will not be taken into account in calculation of payment of the relieving allowance.

#### **4.2.6 Leave during relieving appointment**

The support staff and senior staff group arrangements apply. Refer clause 4.1.4 above.

#### **4.2.7 Senior Staff Group positions**

The support staff and senior staff group arrangements apply. Refer to clause 4.1.5 above.

#### **4.2.8 Incremental progression**

During periods of relief, academic staff will continue to be eligible for incremental progression on their substantive salary.

#### 4.2.9 Superannuation

The support staff and senior staff group arrangements apply. Refer to clause 4.1.7 above.

#### 4.2.10 Feedback on performance

The support staff and senior staff group arrangements apply. Refer to clause 4.1.8 above.

#### 4.3 Relieving appointments extending beyond 12 months

The process for filling a temporarily vacant or new fixed term position for periods greater than 12 months will normally be undertaken in accordance with the [Recruitment and Selection Policy](#). However, in exceptional circumstances, the Senior Deputy Vice-Chancellor (for academic managers) or Director Human Resources (for support and other senior staff positions) may authorise an alternative selection processes.

#### 4.4 Termination of Relieving Appointment

The University may terminate a relieving appointment before the scheduled end date of the appointment with two weeks notice under such circumstances as the following:

- at the request of the reliever
- the incumbent of the position in which the relieving appointment has been made seeks to return to their position before they are scheduled to do so
- if the reliever is not performing the duties of the position at a satisfactory level.

The reliever will return to their substantive position.

### 5. AUTHORITIES AND ACCOUNTABILITIES

Authority to approve relieving appointments and payment of allowances in accordance with the provisions of this document:

#### 5.1 Support Staff and Senior Staff Group (other than Academic Managers)

Level Of Substantively Vacant Position	Authority To Approve; Relieving Appointments of 12 Months Or Less Establishment & Decision Of Selection Committee
Vice-Chancellor	If the Vice-Chancellor is absent on duty eg overseas or interstate) the Vice-Chancellor may appoint someone to relieve in his/her absence. If the Vice-Chancellor is absent and is not on duty (eg annual, sick, LSL leave) the Vice-Chancellor may appoint an Acting Vice-Chancellor for a period not exceeding four weeks. In all other cases Council will make an acting appointment.
Senior Deputy Vice-Chancellor, Deputy-Vice-Chancellors	Vice-Chancellor
Directors/ University Librarian	Senior Deputy Vice-Chancellor, appropriate Deputy Vice-Chancellor
Faculty /school support staff	Relevant Dean (who may nominate Associate Deans, Heads of School and Heads of Department to act on their behalf)
All other support staff and SSG not mentioned above	Vice-Chancellor, Senior Deputy Vice-Chancellor, appropriate Deputy Vice-Chancellor University Librarian, Relevant Director (for staff of their respective Unit only)

#### 5.2 Academic management positions

Vacant position	Less than four weeks	More than four weeks
Dean	Alternate Dean acts	Senior Deputy Vice-Chancellor
Associate Dean	Alternate Associate Dean acts	Senior Deputy Vice-Chancellor
Head of School	Alternate Head of School acts	Senior Deputy Vice-Chancellor
Head of Department or Centre in faculty	Dean	Dean
Academic Director not in Faculty	Senior Deputy Vice-Chancellor, appropriate Deputy Vice-Chancellor	Senior Deputy Vice-Chancellor / appropriate Deputy Vice-Chancellor

**6. SPECIFICATION OF RELATED UTS AND OTHER RELEVANT DOCUMENTATION**

- [Recruitment and Selection Policy](#)
- [Support Staff Agreement 2006](#)
- [Academic Staff Agreement 2006](#)
- [Certified Agreement \(Senior Staff Group\) 2004](#)
- [Performance and Development – Principles and Procedures](#)
- [Senior Staff Performance and Remuneration Review Guidelines](#)
- [Superannuation Guidelines](#)

**7. APPROVAL AND REVISIONS TABLES**

**7.1 Approval**

<b>Approved by UTS Council / Academic Board</b>	<b>Meeting number and date</b>
Council	05/6
	<b>Resolution number</b>
	COU/05/099
<b>Effective date</b>	<b>Review date</b>
19 September 2005	
<b>Accountable Officer</b> (if not the Vice-Chancellor)	
Deputy Vice-Chancellor (Corporate Services)	
<b>Current incumbent</b>	
Anne Dwyer	
<b>Implementation Officer</b>	
Senior Workplace Relations and Policy Specialist	
<b>Current incumbent</b>	<b>Contact number</b>
Lisa Carroli	9514 1079

**7.2 Revision/modification history**

<b>Date</b>	<b>Version</b>	<b>Current title</b>	<b>Summary of changes</b>	<b>Approved/rejected</b>	<b>Approval authority</b>	<b>Resolution or file number</b>
15/8/07	1	Unchanged	Rescinded as a policy	Approved	Council	COU/07-4/80
20/8/07	2	Relieving Appointments (Incorporating Higher Duties) – Principles and Procedures	Retitled as Principles and Procedure. Consistency with collective agreements and current practice, exclusion of arrangements for relieving appointments of greater than 12 months, removal of unnecessary detail, changes to relieving arrangements for SSG1.	Approved	Director HR	91/269