

SCHEDULE B: ALLOWANCES AND LOADINGS FOR PROFESSIONAL STAFF

(As at 13 July 2017)

This Schedule is pursuant to the [Remuneration procedure](#).

HIGHER DUTIES ALLOWANCE

Below HEW 10 positions

1. The Head of the Organisational Area may offer a higher duties allowance (HDA) to professional staff acting in positions at a higher classification level provided that:
 - a) The minimum period of acting in the higher level position with a classification of up to and including HEW 7 will be 2 weeks.
 - b) The minimum period of acting in the higher level position with a classification above HEW 7 will be 4 weeks.
2. The HDA will be the difference between the staff member's substantive salary and the minimum salary point of the higher level position, provided that if the staff member is not performing the full range of duties of the higher level position, the staff member will be paid a pro rata amount.
3. HDAs will only exceed a period of six months in exceptional circumstances and must be approved by the Executive Director, Human Resources.

Above HEW 10 positions

4. The Head of the Organisational Area, on advice from the Executive Director, Human Resources may offer a higher duties allowance (HDA) to HEW 10 professional staff member acting in positions at a classification level of above HEW 10 provided that the period of acting is greater than 4 weeks.
5. Where the period of acting is greater than 4 weeks but less than 8 weeks the staff member will receive 10% of their current base salary.
6. Where the period of acting is greater than 8 weeks the allowance must be recommended by the member of the Executive on advice from the Executive Director, Human Resources, and approved in writing by the Vice-Chancellor.

Acting member of the Executive

7. The amount will be determined by the Vice-Chancellor on a case by case basis, on advice from the Executive Director, Human Resources.
8. The period of 'acting' must be greater than 4 weeks.

ON-CALL ALLOWANCE

9. Professional staff will be eligible for an on-call allowance where they are required by their supervisor to respond to queries or return to work (if applicable) after ordinary hours.
10. Staff will be paid 20% of their base salary and will be paid for the time which they are on-call.
11. If the on-call period is on a University Holiday staff will be paid 30% of their base salary for the time which they are on-call.
12. Staff should submit their request for on-call allowance through [DeakinPeople](#).

OVERTIME MEAL ALLOWANCE

13. Professional staff will be eligible for a meal allowance of \$19.40 in accordance with [clause 33 of the Enterprise Agreement 2017](#).