

**Temporary Transfer**

Under the ANU policy, a temporary transfer is the relocation of a staff member from one position within the University to undertake duties in another position elsewhere for a defined period.

A temporary transfer may become available through an internal vacancy and subsequent selection process or through opportunities to act in a higher or same level position while a supervisor or colleague is on leave.

**Higher Duties Allowance (HDA)**

Where duties of a higher level are required to be carried out by an employee on a temporary transfer, the staff member may be paid a higher duties allowance (HDA)

**HDA Percentage**

F&S staff may be offered opportunities to work at a higher classification level for short periods of time while their supervisor is on leave. When the HDA period is for periods of time less than 10 working days, management will reasonably expect that the employee will only be performing part of the duties of the role.

Where a staff member performs only part of the duties, HDA may be paid at an appropriate percentage of the allowance specified by the delegate. The appropriate percentage will be determined on a case by case basis but would require exceptional circumstance to exceed 50% HDA.

**Periods for HDA**

HDA may only be payable for periods in excess of 5 consecutive working days where the maximum salary for the position in which the staff member acts is above the maximum of the salary range for ANU Officer level 7. HDA will not be payable where a staff member holds a substantive broadband classification and performs higher duties in the same broadband classification.

HDA periods of less than 12 months are non-superannuable; periods of 12 months or more are superannuable.

**Allowances during HDA**

If employees are receiving any allowances, they will be reviewed depending on the work performed while at temporary transfer position.

Maintenance Staff receiving Zone Leader Allowance will continue to have Tool, Trade and License Allowance whereas Industry Allowance will be discontinued for period of temporary transfer. This applies to scheduler and assistant schedulers who will be entitled to only Tool, Trade and License allowance.

**Applications for Temporary Transfer and HDA**

The applicant and supervisor must complete and sign the temporary transfer/HDA form at: https://policies.anu.edu.au/ppi/document/ANUP_000997

All applications must be completed and approved in advance of the transfer occurring. Approval must be granted prior to the employee being assigned responsibility for tasks at a higher level. The original form can be forwarded to the F&S Human Resources Team in the Innovations Building.

**Approval**

All applications for temporary transfer and/or HDA within F&S require delegate (Director or General Manager, Corporate Services) approval.

For additional information, please refer to the ANU Temporary Transfer and HDA procedure at: https://policies.anu.edu.au/ppi/document/ANUP_001251

**For More Help**

F&S Human Resources facilities.hr@anu.edu.au