

Recognising Alternative duties

If you accept a temporary offer of a different position or take on some of the duties of a more senior position, we'll make sure you're paid fairly for it.

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Last review 29 May 2020

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An allowance may be considered when an employee is completing duties of a more senior position.

These arrangements may be:

1. the person is taking up the more senior position full-time, this may be recognised as a **Secondment** into the position, or
2. the person is just taking on aspects of the more senior position while still performing aspects of their own role, this may be recognised as **alternative duties**. This may also be applied when the more senior responsibilities are split equally across two or three people.

Eligibility for an Allowance

An employee may be eligible for a temporary allowance on top of their fixed remuneration when all the following criteria are met:

- The employee is a **permanent employee** of ACC; and
- The employee is seconded or performing alternative duties for a continuous period of **more than two weeks**; and
- The secondment or alternative duties are significantly different to their permanent position and relate to a **more senior position** within a higher **pay band**. (if the secondment or alternative duties do not form part of a sized position (eg SME), it will not be considered a more senior role); and
- The employee's substantive **fixed remuneration is below 100% position in range** (PIR) of the more senior position.

Other Circumstances

Any allowances to be paid to an employee who doesn't meet the above eligibility criteria must be approved by an Enterprise Leader (or their one up manager, if the hiring manager is an Enterprise Leader).

Calculating an Allowance

The allowances for **Secondments** are calculated in two ways:

If the individual's substantive fixed remuneration is below 85% of the PIR for the more senior position	They will receive the difference between the employee's substantive fixed remuneration and the 85% PIR of the R3 or non-R3 pay range of the more senior position. Note: If the individuals fixed remuneration is only just below the 85% PIR, the hiring manager may consider an allowance of up to 5% fixed remuneration if it will be greater;
If the individual's substantive fixed remuneration is within the range of the more senior position, but below 100% PIR	Up to 5% of the employee's substantive fixed remuneration.

The allowances for **Alternative Duties** are calculated as above, but proportionate to the percentage of the alternative duties undertaken. (e.g. 30% of the difference between substantive fixed remuneration and 85% of the more senior position range).

The allowance will be prorated to the period of secondment or alternative duties and hours worked, and paid for the duration of the secondment or alternative duties. The allowance amount will remain fixed (including any period for which the arrangement is extended) with the exception of adjustments required to uplift to the minimum payable at the time of the performance review where applicable.