

Secondary Teachers' Higher Duties Allowance Charging FAQ

HDA overview

When a teacher goes on leave and other teachers 'act up' what units and allowances in the form of Higher Duties Allowances (HDA) can the teachers receive?

A teacher who 'acts up' will (if they have applicable transferable units) have aspects of their role distributed to other staff members, and those staff members will be entitled to HDA based on the STCA Clause 4.16 as follows:

4.16 Acting in a Higher Position other than Principal

4.16.1 A permanent teacher who relieves in a designated position above the base scale shall be paid for the period concerned an allowance representing the difference between her/his salary and the rate for the position the teacher is relieving in but not more than the rate which is equivalent to three units above the teacher's own permanent position, and subject to such conditions as the Secretary for Education may approve.

4.16.2 A teacher acting in a higher position and receiving an allowance is subject to the following conditions:

The teacher must perform the extra duties and undertake the responsibilities of the higher position for a qualifying period of 21 working days, comprising:

One continuous period;

Any combination of periods of five working days or more totalling 21 working days in any period of 12 months.

Although not counting as part of the qualifying period, school vacations and leave do not interrupt the qualifying period if the teacher goes back to the higher position immediately after the vacation or the leave.

A teacher who is being paid additional salary in a relieving position on the last day of a school term shall be paid the additional salary for the ensuing vacation for a period equal to one-fourth or three-tenths, as the case may be, of the period of employment in the position or until the end of the vacation, whichever is the shorter period.

Payment for vacations being made on the basis of three-tenths of service.

The temporary appointment is not a long-term relieving one made, after advertisement, in accordance with the usual procedure for permanent appointments. Any position which will be vacant for more than six months must be advertised as a long-term relieving position.

Once a teacher has qualified for a higher duties allowance and is being paid that allowance before a period of sick or special leave or pay the teacher continues to receive the allowance for up to one month of the period of leave providing the teacher returns to a higher duties position immediately after the leave.

Essentially the school can claim HDA for any teacher stepping up and taking on an increased level of responsibility which is then compensated by the payment of units. It is a cascade effect starting with the Principal/ DP/ HOD/ teacher going on leave and ending with the Long Term Reliever (see diagram below to give you a visual).

The number of units the person stepping up and requiring cover holds is effectively released for use by their cover. The person that covers their role directly can only receive the same number of units that are allocated to that role i.e. if teacher A's role has 4 units then the value of those 4 units is what their cover can receive and no more. For example, if teacher B who is 'acting up' into teacher A's role has 2 units already, then they can only claim the value of 2 units as HDA and the other 2 units worth are to be passed on to another teacher stepping up. So there is a maximum of 3 units being able to be passed from Teacher A to Teacher B, as detailed in clause 4.16.1.

The school would continue to pay salary and units as normal to all of the teachers stepping up, their units are not re-allocated. The value of the units and any other allowance is redistributed as a HDA payment. Long Term Reliever's salary is charged to us as well.

Example to illustrate how units can be allocated in the form of HDA charges:

Teacher A	Teacher B (Cover)	HDA charges
Holds 3 permanent & 1 fixed term unit	Holds 1 permanent/FT unit	Can equate to 2 units
Holds 1 permanent & 3 fixed term units	Holds 2 permanent/FT units	Can equate to 2 units
Holds 2 permanent & 1 fixed term unit	Holds 2 permanent/FT units	Can equate to 1 unit
Holds 1 permanent unit	Holds 0 permanent/FT units	Can equate to 1 unit
Holds 4 permanent units	Holds 0 units	Can equate to 3 units

Cascade of charges

