**HIGHER DUTIES AGREEMENT**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222

Disclaimer

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## **HIGHER DUTIES AGREEMENT**

A higher duty is where an employee is required to perform any of the duties in a classification which are higher than their usual classification. In all circumstances, please check the applicable Award or Agreement regarding conditions for employees engaged in higher duties.

## Employees Details

First name: Surname:

Employee number: Department:

Current position:

## Details of higher duties

Higher Duties that will be undertaken:

Higher Duties Classification:

Higher Duties rate of pay:

Start date of Higher Duties:

End date of Higher Duties:

Ordinary Rate of pay:

Other:

Signature of employee: Date:

Signature of manager: Date: