

ACTING APPOINTMENT REQUEST FORM

Complete and forward a scanned copy of the form and attachments to the [Human Resources Service Centre](#) for processing

This form should not replace Higher Duties or Secondment arrangements.

STAFF MEMBER DETAILS

Staff ID: _____ School/Branch: _____ Work phone: _____
 Title: _____ Family name: _____ Given names (in full): _____

ACTING APPOINTMENT DETAILS

Position title: _____ Position No (if known): _____
 Name of current incumbent (or previous if applicable): _____
 Period of acting appointment: Start: _____ End date: _____
 Reason for acting appointment (*ie: fill a vacant position*): _____

Attach Key Performance Indicator's (KPI's) (if relevant)

RESPONSIBILITY LOADING (if applicable)

Loading amount: _____ \$ **(please provide the full-time equivalent per annum amount. This will be pro-rated for part-time staff)*

**The loading will be expressed as a fixed dollar amount that does not increase with salary increments or with pay increases to the base salary.*

RECOMMENDATION

Head of School/Branch Head (*To recommend approval of the Acting Appointment*)

Name: _____ Signature: _____ Date: _____

STAFF MEMBER'S DECLARATION

Remuneration and Benefits Handbook	Acting Appointment Request Form	Effective Date:	10 December 2014	Version 1.1
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I, accept the Acting Appointment as described above. I agree that all other terms and conditions of my employment remain unchanged.

Signature: Date:

Please retain a copy for your own records

FINANCIAL CONSIDERATION

Faculty/School/Branch (Finance Manager):

This loading can be funded from existing budget: **Yes** ☐ **No** ☐ If No, where will the budget come from?

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Name: Signature: Date:

AUTHORISATION

Executive Dean/Divisional Head (For approval)

Approved: ☐

Not approved: ☐

Name: Signature: Date:

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*Approval is required from the Vice-Chancellor and President (academic staff) or the Chief Operating Officer (professional staff) for loadings of more than 25% of the staff member's salary. [Loadings, Allowances and Performance Bonus Procedure](#) (for details). On receipt of this form, the HR Branch, will seek approval from the Vice-Chancellor and President or Chief Operating Officer (as appropriate)

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