**Higher Duties Allowance (Temporary Performance) Procedures**

Position identified for higher duties filling

Vacancy less than 6 months

Advertise vacancy and complete merit selection process

Staff member to be selected by either:

* Calling for expressions of interest
* Undergoing advertising and merit selection process or
* Making a temporary performance direction based on the most efficient person available

Notify applicants of the outcome

When selecting a staff member, the following criteria must be considered:

* Merit
* Capacity Building
* Succession Planning
* Availability

Forward Higher Duties Form to Central Support Centre

Complete Temporary Transfer/ Higher Duties Form

Vacancy longer than 6 months

Person must be selected on merit

Central Support Centre forwards Higher Duties Form to Shared Services Centre for processing and payment