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Human Resources Command

Acting Appointments, Temporary Appointments and Relieving Duties - Policy and Procedures for Police Officers

August 2014



NSW Police Force

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Title: Acting Appointments, Temporary Appointments and Relieving Duties– Police Officers – Policy and Procedures
Subject Management of Relieving Opportunities
Command responsible: Human Resources
Available to: Unrestricted
Authorisation: Commissioner’s Executive Team
Publication date: August 2014
Current version number: 1.0 8 August 2014
Review date: August 2017
Document number: D/2014/215362

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MODIFICATION HISTORY

Version #	Version approval date	Author/Position	Summary of changes
1.0	8 August 2014	Dianne Carroll Senior Human Resource Officer	New policy created to combine Acting Appointments, Temporary Appointments and Relieving Duties in one document.
2.0	18 May 2015	Dianne Carroll Senior Human Resources Officer	Update of links to forms

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1. Introduction

The purpose of this policy is to outline the underlying principles and provide guidelines for the appropriate use of acting appointments, temporary appointments and relieving arrangements for police officers. The key objectives that underpin this policy are:

- to ensure service delivery requirements are met
- to build and effectively utilise workforce capability
- to promote officer productivity and job satisfaction arising from equitable access to developmental opportunities.

The procedures deal with the way in which officers are selected, and the way in which allowances for higher duties are to be assessed and paid.

2. Scope

The policy applies to all commissioned and non commissioned police officers with the exception of members of the Police Senior Executive Service.

3. Delegations

Acting or Relieving in other positions:

[Commissioner's delegation HR32](#) stipulates that:

- a Director or a Manager/ Commander has the delegation in respect of acting or relieving in other positions. A police officer may act in a police or administrative position and an administrative officer may relieve in an administrative or police position.

[Commissioner's delegation HR05](#) stipulates that:

- Decisions regarding Section 66A acting appointments to non-executive Commissioned Police Officer positions at the rank of Superintendent and above, are not delegated.
- The Deputy Commissioner Corporate Services has delegation to both approve and terminate Section 66A acting appointments of non-executive Commissioned Police Officers at the rank of Inspector, and the Commander Workforce Management has the delegation only to terminate such acting appointments.
- The Assistant Commissioner Human Resources and the Commander Workforce Management have the delegation to approve and terminate Section 66A acting appointments to police positions up to the rank of Senior Sergeant.
- The Deputy Commissioner Corporate Services has the delegation in respect of acting appointments to positions designated suitable for either Police or Administrative Officers.

Temporary Appointments

- Decisions regarding Section 67 temporary appointments to non-executive Commissioned Police Officer positions at the rank of Superintendent and above are not delegated.
- The Deputy Commissioner Field Operations, the Deputy Commissioner Specialist Operations and the Deputy Commissioner Corporate Services have the delegation to both approve and terminate Section 67 temporary appointments as non-executive Commissioned Police Officers up to the rank of Inspector, and the Commander Workforce Management has only the delegation to terminate such temporary appointments.
- The Assistant Commissioner Human Resources and the Commander Workforce Management have delegation to both approve and terminate Section 67 temporary appointments to Police positions up to the rank of Senior Sergeant.

4. Definitions

Acting appointments (Section 66A of the *Police Act 1990*): the appointment of an officer to act in a non executive police officer position; or to a non executive administrative officer position, that is vacant or the holder of which is suspended, sick or absent. A person, while acting in a position under these sections, has all the functions of the holder of the position subject to the criteria outlined in 5.16.

Temporary appointments (Section 67 of the *Police Act 1990*): the temporary appointment of a police officer who is on a promotional list or is in the process of gaining the requisite qualifications for placement on that list, to a position which is not substantively occupied, that is, a vacant position.

Relieving duty: one or more officers of a lower substantive rank perform the duties of a position which is vacant, or the holder of which is suspended, sick or absent in accordance with Clause 70 of Police Regulation 2008.

Higher Duties Allowance (HDA) is the term applied to the increase in salary received by an officer for the provision of temporary relief in a position of higher rank.

Principles of merit require an ethical, fair and effective decision making process. The employee must be able to perform the work they are employed to do and be appropriately qualified. All such decisions must be able to withstand scrutiny and be publicly defensible.

Merit Selection is the formal technique used to select the best applicant for a job. It involves a competitive process based upon the stated job criteria for a position. The process needs to determine the most suitably qualified applicant via at least an expression of interest process.

Vacant Position is a position which is not held by a substantive occupant.

Requisite qualification for placement on the promotions list: An officer is in the process of gaining the requisite qualification for placement on the promotions list when:

- the officer has successfully completed the relevant Eligibility Program and achieved the benchmark required to join the subsequent promotion list.

5. Policy

5.1 Use of Section (S66A) acting appointments and Section (S67) Temporary Appointments

S66A acting appointments may be used where the substantive occupant is absent from a role for a period greater than six months due to illness or other reason.

S67 temporary appointments can only be used with vacant positions.

Both S66A acting appointments and S67 temporary appointments are to be limited to circumstances where:

- it is not practicable or possible to permanently fill the position by the mobility program or promotion.
- the holder of the position performs a highly specialised function which requires unique experience or skill and no officer is currently available at that rank for permanent appointment; or
- it is not practical to permanently fill an authorised position due to a review or imminent restructure; or
- a position is created with the intent that it be filled on a rotational basis for development, corruption prevention, or other identified purposes; or
- a position is created on a temporary basis and an occupant is required only for an interim period.

5.2 Advertising and filling positions by way of S66A acting appointments

- Acting appointments are the preferred method for filling vacancies of six months or more.
- Acting appointments made under S66A should be filled by a competitive selection process.
- Commands may elect to advertise only within their own command or Region.
- Approval to advertise an acting appointment opportunity is determined by Delegation HR05.
- The approval of the Commissioner is required for advertising or authorising acting appointments at the rank of superintendent and above.

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- An officer will not generally receive an acting appointment to a rank more than one rank higher than the officer's substantive rank consistent with the NSWPF promotion process.
- Acting appointments at another location can attract transferred officer compensation and cost entitlements. When an acting appointment has the potential to attract entitlements under the relevant Police Officer Award, approval must be sought from the Commander Workforce Management or the Commissioner prior to advertising the position.
- Generally, officers who have not completed promoted officer tenure should not be considered for an acting appointment at the same or higher rank, when the appointment would require the officer to move house or incur other related costs.
- The process set out in the Transfer & Tenure Policy to address disputed transfers will apply if a command opposes the release or disputes the release date of a successful applicant.

5.3 Conditions for S66A acting appointments

- Acting appointments are made only to cover an absence of a substantive officer in the interests of continuity and operational effectiveness. Officers, while undertaking an acting appointment, should therefore not be placed on loan in another role. If police are required elsewhere, the original acting or temporary appointment should be ceased. Similarly, if an officer is absent from the role for more than six weeks in a six month period, the appointment should be ceased, as a long-term absence is not consistent with the justification for an acting appointment. A long term absence includes any form of unbroken leave.
- Where a Non Commissioned Officer is given an acting appointment to a Commissioned Officer position, the relieving officer adopts the full conditions of the position in which they are relieving, including leave accruals.
- Periods of acting appointment under S66A will not be counted as time at rank for the purpose of promotion.
- An officer cannot be in receipt of concurrent appointments. Where a new appointment is to be initiated, the original appointment must cease.
- If an officer is given an acting appointment to a position for over twelve months, normal incremental progression will apply.
- Constables relieving in sergeants' positions will not be entitled to be paid the academic allowance for the period of the acting appointment.

5.4 Section 67 temporary appointments

- Section 67 temporary appointments may be used only when a position is vacant. This precludes their use when a position holder is absent due to illness, maternity leave or other reason.
- An administrative officer may not receive a temporary appointment to the position of a police officer.

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- Periods of temporary appointment initiated after 1st December 2007 will be counted as time at rank for an officer to be eligible to commence the promotion process for inspector and superintendent ranks.
- If an officer is given a temporary appointment to a position for over twelve months, normal incremental progression will apply.
- When an officer is permanently selected for a position, having previously been temporarily appointed for that position, the period of temporary appointment will count towards the officer's incremental rank progression.
- Before the appointment can be made, a written agreement must be prepared which indicates that the officer may either return to the previous command or to a vacant role within the original region if they are not permanently appointed to the vacant position.
- Constables relieving in sergeants' positions will not be entitled to be paid the academic allowance for the period of the temporary appointment.
- If a temporary appointment involves relocation, costs may apply in accordance with Clause 78 of the Crown Officers (Police Officers – 2013) Award.

5.5 Eligibility for Section 67 Temporary Appointments

Section 67 applies to officers who are on the promotional list or who are in the process of gaining the requisite qualifications for placement on that list.

In order to avoid temporary appointments being used as a result of a token, failed or protracted attempt to qualify for promotion, '*gaining the requisite qualifications*' will be taken to mean has successfully completed the Eligibility Program.

5.6 Acting and temporary appointments on SAP

- Standard SAP functionality will not allow a position which is filled by way of acting appointment to be advertised to the promotion list, nor will it show as vacant for the purpose of a mobility transfer. If a position subject to acting appointment is to be advertised to the promotion list, it will be necessary to terminate the acting appointment and enable the provisional occupant to continue by HDA.
- SAP functionality records S66A and S67 appointments within the same infotype as HDA. Merely recording an acting appointment does not transfer an officer from their substantive position. In cases where it is imperative that commands backfill an officer's position, they will have to be transferred to the location where the acting appointment applies. If no vacant positions exist at the officer's substantive rank, approval must be sought from the relevant Deputy Commissioner to create an over strength position to hold the officer.
- Where officers are transferred to a new location to take up an acting or temporary appointment, they will be returned to a vacant position within their original Region at the conclusion of that appointment, subject to negotiations with the relevant HR Manager.

5.7 Workforce Management Branch

The Appointments Unit of the Workforce Management Branch is responsible for:

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- Processing all acting and temporary appointments and cessations on the SAP system.
- Providing advice to commanders regarding the approval process and the need for referral to the relevant GAO or equivalent to ensure action is taken for any incremental progression.
- Management of statistical data for all acting and temporary appointments including review advice one month prior to the cessation of the appointment.

5.8 Relieving Duty

- Commanders/managers have the delegation to recommend and offer opportunities for officers to relieve in positions which are vacant or whose substantive occupants are absent.
- A decision to provide relief by way of an employee acting in a higher ranked position could be used as an opportunity for officer development supporting both the performance of NSW Police Force and fairness for employees.
- Commanders / managers should implement relief arrangements in such a way as to provide both opportunities and appropriate remuneration.
- Relief arrangements must be fair, equitable and follow equal employment opportunity principles to benefit both the NSW Police Force and officers.
- Higher duties opportunities should be shared fairly amongst employees to develop their knowledge, skills and experience to the benefit of both NSWPF and employees.
- The provision of relieving opportunities in higher ranked positions is not mandatory and may not apply on every occasion where there is a vacant or temporarily unoccupied position. Equally there is no compulsion on an employee to relieve in a higher position.
- Commanders/ Managers may, as an alternative to providing relieving opportunities, decide to have someone already at the rank of the vacant or temporarily unoccupied position, provide temporary relief in the position.
- Relieving opportunities should be provided to officers whose conduct and performance is satisfactory in their current position.
- An officer's salary or wage cannot be reduced as a result of relieving in another position.
- Officers should not be expected to carry the full workload of both their normal position and the higher ranked position in which they are relieving.
- Relieving arrangements utilising HDA should generally be used when the vacancy or absence, such as paid maternity leave or parental leave, is no more than six months, and is determined and approved at the Command level.
- Relieving duties do not apply when the relieved officer, having been promoted but not transferred, is performing duties which would normally be carried out by an officer of lower rank.
- Periods of less than one calendar week (i.e. seven days) will not be taken into account for the purpose of determining the higher duties allowance for relieving duty. A week means seven consecutive calendar days inclusive of any rest or

recurrent leave days rostered during that period. For example if 3 x 12 hours shifts were worked in each of two weeks, then the officer would be paid for 72 hours of relief.

- HDA must not be offered to cover periods where the substantive occupant is absent from work due to recurrent leave days.
- Relieving duty attracting HDA does not count towards time at rank.
- Non Commissioned Officers in a Section 67 temporary appointment are to be considered for relieving opportunities in the same manner as officers who have been substantively appointed to that rank.

Rostering

- Officers required to perform relieving duty which results in them moving to a different rostering system may have to have their working hours adjusted to ensure that an average of 38 working hours per week is maintained.
- The hours claimed by officers who are directed to regularly work shift work should be in accordance with the Flexible Rostering Consolidated Guidelines which states:
 - Officers required to perform relieving duty which results in them moving to a different rostering system may have to have their working hours adjusted to ensure that an average of 38 working hours per week is maintained; and
 - Any period of relief where a 5 Day Shift Worker relieves a 7 Day Shift Worker, or vice versa, will not alter an officer's 7 Day or 5 Day classification. In the case of long term relief, the matter should be referred to the Employee Relations Unit for consideration.
- A Non Commissioned officer who relieves in a Detective's position at rank for more than six months, will be paid the difference between their substantive salary and what they would receive if they were permanently appointed to a Criminal Investigation position. If permanently appointed the increment will be backdated from the commencement of the continuous period of relief.

5.9 Eligibility for Payment of the Higher Duties Allowance

Non Commissioned Officers

The Crown Officers (Police Officers – 2013) Award states:

- Any Constable relieving a Sergeant or Senior Sergeant for not less than one week shall be paid an allowance at the rate of difference between their salary and the salary of a Sergeant 1st Year.
- Any Sergeant relieving a Senior Sergeant for a period of not less than one week shall be paid an allowance at the rate of difference between their salary and the salary of a Senior Sergeant 1st Year.
- Any Constable, Detective or Police Prosecutor relieving a Detective Sergeant or Detective Senior Sergeant for not less than one week shall be paid an allowance

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at the rate of difference between their salary and the salary of a Detective Sergeant 1st Year.

- Any Sergeant, Detective Sergeant, or Prosecutor Sergeant relieving a Detective Senior Sergeant for not less than one week shall be paid an allowance at the rate of difference between their salary and the salary of a Detective Senior Sergeant 1st Year.
- Any Constable, Detective Sergeant, or Police Prosecutor relieving a Prosecutor Sergeant or Prosecutor Senior Sergeant for not less than one week shall be paid an allowance at the rate of difference between their salary and the salary for a Prosecutor Sergeant 1st Year.
- Any Sergeant, Detective Sergeant or Prosecutor Sergeant relieving a Prosecutor Senior Sergeant for not less than one week shall be paid an allowance at the rate of difference between their salary and the salary for a Prosecutor Senior Sergeant 1st Year.
- There is no provision for a Non Commissioned officer to be paid less than one hundred percent of the allowance.
- Any Non Commissioned police officer relieving a Commissioned officer for not less than one week shall be paid an allowance at the rate of difference between their salary and the salary for an Inspector 1st Year irrespective of the rank of the relieved position.
- When Non Commissioned Officers relieving in Commissioned Officer positions, they generally adopt the hours of duty of the position in which they are relieving. The relieving officer may be required to work additional hours over and above the standard 38 hour week without any additional compensation as they are not entitled to overtime, shift allowances, on call allowance or recall provisions which they would otherwise be entitled to in their substantive role. This is subject to the provisions outlining the hours of duty Clause 69 Hours of Duty of the Crown Officers (Police Officers – 2013) Award.
- In circumstances where relief is provided in the position of a Commissioned Officer working as a seven day shift worker the definition of a week and the basis for the provision of relief and the calculation of hours will be the same at that applying to a Non Commissioned Officer relieving another Non Commissioned Officer.
- There are no relieving into Leading Senior Constable opportunities.
- Leading Senior Constables relieving arrangements to higher ranks must be consistent with the Leading Senior Constable Guidelines.

Commissioned Officers

- Higher duties allowances are not payable for a period of relief of less than five consecutive working days, or equivalent hours.
- Any Commissioned Officer who relieves by performing all of the duties of a higher rank for at least five consecutive working days shall be paid an allowance.
- There is no requirement to provide Commissioned Officers with one hundred percent HDA. Where an Inspector is able to undertake part but not all of the duties and responsibilities of the higher ranked position, the amount of the

allowance paid shall be determined as a percentage by the approving officer and “rounded up” to the nearest ten percent.

- Where a Commissioned Officer takes leave of more than five consecutive working days during any period of relief of less than twelve months, then HDA will not be paid for the period of leave.
- A Commissioned Officer who has relieved in the same position for more than twelve months, and due to extraordinary circumstances continues to relieve, is eligible for payment of the allowance for any annual, extended, sick, family or community, or special leave (with the exception of purchased leave) which is approved and taken during the further period of relief.

5.10 Responsibilities of Commander/ Manager

Decision to Provide a Relieving Opportunity

In making a transparent and equitable decision, the Commander/ Manager should consider:

- the benefit to officers of a learning opportunity, or the performance advantage to service delivery by selection of the most skilled and experienced officer
- where more than one applicant for any position meets the criteria to relieve in a higher ranked position, providing the opportunity to the applicant who has had fewer relieving opportunities or requires developmental experiences
- sharing the opportunity equally between suitable officers when the relieving opportunity extends for more than two weeks
- expressions of interest from officers who would like the opportunity to enhance or develop particular skills
- the skills and aptitude of the person and the skill requirements of the position
- the officer’s training and development needs as documented in the officer’s career management plan recorded in the Career Management System.
- making a decision to have someone already at the rank or grade of the vacant position provide temporary relief in the position, as an alternative to providing higher duties allowance opportunities.
- making periodic reviews of the appropriateness of continuing higher duties relief opportunities. Lengthy periods of higher duties opportunities being given to one officer should be avoided if possible in the interest of providing fair and equitable opportunities to all officers.
- offering higher duties opportunities to officers outside the work area where operational imperatives or organisational needs warrant such action or to meet an officer’s identified development needs.

5.11 Part Time Officers and Part Time Relief

- Part time officers, when relieving in a higher ranked position, will be entitled to the appropriate relieving allowance on a pro rata basis provided they perform a minimum continuous period of relief equivalent to their specified (average) weekly hours.

- Full time officers who relieve in a position normally occupied by a permanent part time officer will be entitled to the appropriate relieving allowance on a pro rata basis provided they perform a minimum continuous period of relief equivalent to the specified (average) weekly hours of the permanent part time officer.
- Where a part time officer relieves on a full time basis, the full time rate is payable.

5.12 Financial considerations

- As part of the consideration of business continuity and operational effectiveness, consideration is also given to effective resource and budgetary management and the requirements of the NSWPF Financial and Budget Management Framework. Commanders and managers are accountable for the efficient and effective delivery of service within budget allocations and Commands must remain within their total operating budget.
- Commands are generally expected to manage vacancies of up to six months through sensible rostering and the use of HDA relieving opportunities within their allocated budget.

5.13 Performance Management

Once the officer has been selected to undertake the higher duties, it is the Commander/ Manager's responsibility, before the period of relief begins, to discuss with that person:

- the objectives and responsibilities of the position
- those activities or specific tasks or projects which the person is expected to undertake
- the performance outcomes the person is expected to achieve
- the delegation of the position that can be exercised during the period of relief
- in the case of Commissioned Officers, the proportion of duties of the position to be undertaken and consequently, the proportion of relieving allowance to be paid.
- The relieving officer should be provided with continual feedback on their performance with a formal review upon completion of the relief. This can be achieved by documenting objectives and outcomes in the officer's Career Management System record; and
- Any changes in their Award entitlements.

5.14 Conditions for Payment of the Higher Duties Allowance

Positions requiring relief for up to three months

- After consideration of the basic principles of effectiveness, merit, equity and accountability, the Commander/ Manager has the discretion to offer the

opportunity to a suitable officer to undertake the duties of a higher ranked position without advertising for an expression of interest.

- Short term relieving opportunities should be allocated equitably where practical to all suitable officers on a rotational basis, for similar periods of time to develop their skills, knowledge and experience to the benefit of both NSW Police Force and officers.
- Commands should manage police officer positions where the occupant will be absent for up to three months, by utilising HDA which has the advantage of providing greater flexibility in providing developmental opportunities such as shared or rotation arrangements.

Positions requiring relief for more than three months

- Vacancies for periods greater than three months should be advertised internally using merit selection principles by calling for Expressions of Interest (EOI) from officers who would like the opportunity to enhance or develop particular skills. Commands may elect to advertise only within their own command or region.
- Commanders/ Managers are expected to provide timely, honest and constructive feedback to all applicants whose expressions of interest were unsuccessful.

Positions requiring relief for more than six months

- Relieving arrangements utilising HDA should generally be used for vacancies of no more than six months.
- Acting appointments are the preferred method for filling vacancies of six months or greater.

Positions requiring relief for more than twelve months

- The Command should review the appropriateness of extending any higher duties relief opportunities beyond the specified period of relief. Lengthy periods of higher duties opportunities being given to one officer should be avoided if possible in the interest of providing fair and equitable opportunities for all officers.
- Higher duties allowance is not paid during periods of purchased leave, regardless of whether the employee has been acting in a higher graded position for more than twelve months.

5.15 Entitlements

Absences

- The HDA is not paid when a Non Commissioned Officer takes any form of leave during the relieving period but is paid for rest days, recurrent leave days or public holidays
- Where absences of five days or less occur during a period of relieving duty by Commissioned Officers, the allowance is to be paid for those absences. However

if the period of relieving duty is only five days, during which there is a period of absence then the allowance is not paid.

Overtime

- HDA is to be included in the salary of Non Commissioned Officers for calculating overtime only if the duties carried out during the overtime are those of the higher ranked Non Commissioned position.

Allowances and HDA

- A Non Commissioned Officer in receipt of a Special Duties Allowance (SDA) who is relieving in another Non Commissioned Officer position which attracts the same SDA: the officer will retain their SDA for the entire period of relief.
- A Non Commissioned Officer relieving in another Non Commissioned Officer position which does not attract an SDA: the officer will retain their SDA for the first three months of relief. In the event that the officer relieves in the position for more than three months they should lose their SDA for the remainder of the relieving period.
- A Non Commissioned Officer not in receipt of an SDA relieving in another Non Commissioned Officer position which attracts an SDA: As the officer is only relieving in the position they would not be entitled to an SDA. However if the officer relieves in the position for more than six months the relevant commander / manager, at their discretion, may approve payment of the SDA for the remainder of the relieving period.
- A Non Commissioned Officer in receipt of an SDA relieving in a Commissioned Officer position: as the officer will be paid an allowance up to Inspector First Year (the first salary point in the Commissioned Officers pay scale) the officer will not retain their SDA for the period of relief.

These scenarios are a guide only and may be subject to variation where unusual or isolated circumstances arise. Advice should be sought from Employee Relations before any decision is taken to depart from the above guidelines in relation to HDA or in regard to any other relevant allowances such as plain clothes or the Community Language Allowance Scheme (CLAS).

5.16 Police Acting in Administrative Positions and Administrative Officers Acting in Police Positions

- A police officer may act or relieve in an administrative officer position and their entitlements remain consistent with the relevant Police Officers Award.
- An administrative officer may act or relieve in a police officer position where the position does not require the application of specific police knowledge, training, experience or expertise.
- An administrative officer may exercise a supervisory function in relation to police officers but is not authorised to exercise the statutory or common law powers of a police officer in accordance with *Clause 71 of the Police Regulation 2008*

- An administrative officer may not act or relieve in a police officer position where the position is one that the Commissioner has designated to be held by police officers where the holder will be required to carry out, or will be concerned in, operational police duties.
- The entitlements of an administrative officer who is relieving in a police officer position remain consistent with the relevant Administrative Officers and Temporary Employees Award.

5.17 Uniform and Insignia

- When performing duties at a higher rank and being paid a Higher Duties Allowance (HDA), officers are wear the rank insignia only of the higher rank. The officer should retain their rank nameplate and other accoutrements of their substantive rank.
- When performing 'User Pays' duties or attending an awards ceremony as a recipient, the relieving officer is to wear their substantive rank slides.
- In an acting appointment or a temporary appointment, officers are entitled to wear all accoutrements including the rank slides, nameplate and other uniform items of the higher rank.
- Officers who are normally in plain clothes and are temporarily appointed to a uniformed position should be issued with a uniform appropriate to their substantive rank.

5.18 Grievances

Officers are encouraged to discuss any concerns regarding the decisions taken in relation to this policy with their Commander/ Manager. If issues cannot be resolved through negotiation with the Commander/ Manager, officers may utilise the [NSW Police Force Internal Grievance Procedures](#). The Disputes/ Grievance Settlement Procedure under Clause 75 of the Crown Employees (Police Officers – 2013) Award would continue to apply in appropriate circumstances.

6. Procedures

6.1 Expressions of Interest (EOI)

A request to advertise an opportunity for a Section 66A acting appointment or a Section 67 temporary appointment must be lodged by completing one of the relevant forms on the [Acting and Temporary Appointments](#) page on the Intranet. Forms include

- Application to advertise a Superintendent position;
 - Expression of interest to advertise and fill a temporary vacancy – Sergeant, Senior Sergeant or Inspector;
 - Expression of interest to advertise and fill a temporary vacancy – Constable or Senior Constable
 - Application to fill a Constable position by lateral transfer.
- a draft advertisement is to be prepared; and

- an issue paper to be submitted via the Commander Workforce Management who will provide advice and recommendation to the Commander Human Resources.

Once the successful candidate has been selected, the Commander should arrange for the submission of:

- An application for acting/ temporary appointment form; and
- A completed Statutory Declaration form.

6.2 Records and Payment Processes

- All types of temporary placements need to be recorded in either Kronos (for rostered employees) or directly into the SAP system (for employees managed via ESS) whether or not it incurs an increase in pay to the officer. Entering the placement will accurately reflect the location of the officer and enable appropriate security access for officers relieving in higher duties positions.
- SAP only allows for one HDA for an employee at a time. So if a HDA record already exists in SAP for an officer on a day or for a range of dates, all subsequent HDA records for those dates will be rejected by the system.
- For short periods of relief, payment should be calculated and claimed at the completion of relief. For longer periods of relief, payment should be calculated and claimed at regular intervals such as fortnightly or monthly.
- Whenever an officer provides short periods of relief, their rank is temporarily changed in Kronos to reflect they are performing higher duties. This may be done on a daily basis (one shift at a time) or in the officer's master records, which then updates all the shifts that follow. The higher duties are verified every day on the Daily Duty Roster and confirmed prior to upload into SAP at the end of the fortnight. This is an automated process managed by the Roster Officer.
- The Kronos system can specify if an officer is relieving as paid HDA. For example, a Senior Constable relieving as a Sergeant will be flagged in Kronos as A-SGT PAID. At the end of the fortnight any shift records with this rank attached are recorded in SAP. The Roster Officer then selects the correct SAP position and SAP records the HDA and makes the necessary retrospective salary adjustments.
- The Kronos system can also specify if an officer is relieving as unpaid HDA which is recorded as 'placement only' in SAP and does not affect their salary.
- Recording of relief by a non-Detective officer into a Detective's position during the six months qualifying period must be entered directly by the officer into SAP ESS as 'Placement Only'.

SAP entry by Shared Services

- Following the six month qualification period for a non-Detective officer, HDA claimed for payment for relief in a Detective's position, will be entered directly into SAP by Shared Services.
- S66A and S67 appointments are not uploaded from Kronos and require the forwarding of a manual form to Shared Services for direct entry into SAP.

- Kronos only registers 'SHIFTS' and does not process HDA whilst an officer is on leave. Any officer who qualified for leave at HDA rates (having relieved for more than twelve months) must send a manual HDA form to Shared Services for direct entry into SAP.
- Officers receiving less than one hundred percent HDA will need to complete and submit the Higher Duties Allowance Payment Form to Shared Services for manual entry into SAP, completing the percentage of time claimed.
- Because Kronos uploads HDA fortnightly in arrears, there may be a need to immediately register an officer into a SAP position to enable access to a system or process. This requires a form sent to Shared Services for direct entry into SAP.

7. References

Legislation:

- Police Act 1990
- Police Regulation 2008

Awards

- Crown Officers (Police Officers – 2014) Award

Policies and Procedures

- NSW Police Force Flexible Rostering Consolidated Guidelines – Police Only
- Part Time Work for Police Officers Policy and Guidelines
- Management of Time Commissioned Police Officers Policy
- NSW Police ESS Higher Duties Module User Guide
- Transfer and Tenure Policy and Administrative Procedures
- Leading Senior Constable Guidelines
- Internal Grievance Procedures
- NSW Police Force Dress Policy
- Career Management System Guidelines

8. Further Information

Contact:

- HR Policy: (02) 88358195 or eaglenet 28195 or #HR Policy
- Appointments and Performance Review Unit (02) 88358188 or eaglenet 28188 or #SELECT