

POLICY



Salary Loadings

Contact Officer Manager, Employee Relations

Purpose

This policy provides a framework for the payment of salary loadings to academic and general staff.

Overview

The University is committed to attracting and retaining high quality staff and rewarding outstanding performance by staff. Flexible remuneration using loadings may assist in achieving this goal.

Scope

All academic and general staff are eligible to be considered under the provisions of this policy.

The Policy

Salary Loadings may be considered in the following circumstances:

where there are demonstrable difficulties in attracting and retaining suitably qualified staff to a particular discipline/specialist position; and/or
where there is a risk of significant turnover of staff in a discipline/specialist area; and/or
where an individual staff member is performing at an outstanding level; and/or has skills that are highly sought after in the market.

Loadings may be either:

negotiated in the course of an offer of employment; or
recommended by a Dean/Head of Office who must provide documented evidence that supports the case for payment of a loading.

Human Resources in consultation with the relevant Deputy Vice-Chancellor will establish loading parameters. Loading parameters will be determined on the basis of the level at which salaries for a particular discipline are being sustained in comparison with the market. Deans/Heads of Offices will recommend loadings for individual staff within these parameters.

The continued applicability of market loadings will be reviewed taking into account salary survey and other market data. Individual performance loadings will be reviewed against criteria as determined in accordance with the University's Performance Development and Review process. Continued applicability and quantum of loadings will be reviewed annually.

	<p>The applicability of a loading will be reviewed in the event of a staff member being promoted or appointed to a more highly classified position.</p> <p>Loadings will not generally be subject to superannuation. Loadings will be paid in respect of accrued leave that is taken in service. Loadings will not be paid in respect of any monetary value for accrued leave or annual leave loading on resignation, retirement or termination. Loadings paid in respect of long service leave taken in service will be funded from Division/Office budgets rather than central funds.</p>
Keywords	<i>Salary loadings, Market loadings.</i>

Date Approved	25 August 2008
Approval Authority	Director, Human Resources
Date of Commencement	tba
Amendment Dates	List the dates the policy has been amended (Day Month Year)
Date for Next Review	3 years from date of commencement
Related Policies, Procedures and Guidelines	Salary loadings procedures
Policies Superseded by this Policy	List the policy, policies and / or previous authority superseded by this new policy