



Salary Loadings

Contact Officer Manager, Employee Relations

PROCEDURE	Purpose	To document the procedures for the payment of salary loadings to academic and general staff.
	Procedure	
	Director, Human Resources	Reviews salary and market data from both internal and external sources and makes recommendations on loading parameters for the coming year to the relevant Deputy Vice-Chancellor.
	Deputy Vice-Chancellor	Reviews recommendations on loading parameters and approves parameters.
	Supervisor	Supervisors will make recommendations to Deans/Heads of Office that a position should attract a salary loading. The recommendation proposal should include evidence and rationale of the circumstances that require a loading.
	Dean/Head of Office	Reviews proposal and makes recommendations on the proposal in recruitment documentation for approval by the relevant Deputy Vice-Chancellor. Copy of relevant documentation to Director, Human Resources.
	Director, Human Resources	Considers Dean/Head of Office recommendation and documentation and provides advice to the relevant Deputy Vice-Chancellor.
	Deputy Vice Chancellor	Reviews proposal from the Dean/Head of Office and advice from the Director, Human Resources and approves loading as appropriate.
	Review of Loadings	Salary loadings will be subject to annual review to determine the continued applicability and quantum of the loading. In the case of performance loadings the continuation of a loading and the quantum payable will be determined by a staff member's performance over the preceding 12 months as informed by the University's Performance Development and Review process.

	<p>In the case of market loadings the review will take into account the market loading parameters, salary and market survey data and the staff member's performance over the preceding 12 months.</p> <p>Supervisor</p> <p>Submit a recommendation to the Dean/Head of Office for the continuation or cessation of the loading. The supervisor will provide supporting documentation outlining the rationale for the continuation or cessation of the loading.</p> <p>Dean/Head of Division</p> <p>Review all submissions for loadings from across the Division and make recommendations to the appropriate Deputy Vice-Chancellor for approval.</p> <p>Director, Human Resources</p> <p>Provides advice to the Deputy Vice-Chancellor with respect to the Dean/Head of Division recommendation.</p> <p>Deputy Vice Chancellor</p> <p>Approve salary loadings as appropriate.</p> <p>Human Resources</p> <p>Process approved loadings as part of normal fortnightly salary payments. Loadings approved for 12 months may be used for salary packaging purposes in accordance with University policy.</p>
Keywords	<i>Salary loadings policy, Salary loadings procedures</i>

Date Approved	<i>25 August 2008</i>
Approval Authority	<i>Deputy Vice -Chancellor</i>
Date of Commencement	<i>tba</i>
Amendment Dates	<i>List the dates the policy has been amended (Day Month Year)</i>
Date for Next Review	<i>3 years from date of commencement</i>
Related Policies, Procedures and Guidelines	<i>Name and link to related policies, procedures and guidelines</i>

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