Salary Loadings Procedure

Section 1 - Purpose

(1) To document the procedures for the payment and review of Salary Loadings and Responsibility Allowances for Academic and Professional Staff.

Scope

(2) This Procedure requires action by the following:

a. Chief People Officer;
b. Executive Dean / Head of Office;
c. Head of Department;
d. Human Resources Officer; and
e. Supervisor.

Section 2 - Policy

(3) Refer to the Salary Loadings Policy.

Section 3 - Procedures

Responsibilities and Required Actions

Salary Loading

Chief People Officer

Set Salary Loading

(4) Review salary and market data from both internal and external sources and recommend Salary Loading values for the coming year to the relevant Deputy Vice-Chancellor.

Supervisor / Head of Department

(5) Propose the position which should attract a Salary Loading to the Executive Dean / Head of Office. In your proposal, include evidence and the rationale of the circumstances that justify a Salary Loading.

Executive Dean / Head of Office

(6) Review Salary Loading proposals from supervisors. Include the Salary Loading recommendation with the recruitment documentation for approval and forward to the Chief People Officer.

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Chief People Officer

Approve Academic or Professional Staff Salary Loading

(7) Review Salary Loading proposals from Executive Deans.

(8) Approve Salary Loadings as appropriate.

Supervisor / Head of Department

Review Salary Loading

(9) Recommend to the Executive Dean / Head of Office for the continuation or cessation of the Salary Loading and provide supporting documentation.

Executive Dean / Head of Office

(10) Review submissions for Salary Loading reviews from the Faculty / Office and approve or decline the Salary Loading request.

Human Resources Officer

(11) Process approved Salary Loadings as part of the normal salary payments.

(12) Salary Loadings approved for twelve (12) months may be used for salary packaging purposes in accordance with University policy.

Responsibility Allowance

Supervisor / Head of Department

Set Responsibility Allowance

(13) Consider all staff when there may be a number of staff eligible for a Responsibility Allowance.

(14) Consider the suitability of rotating the Responsibility Allowance amongst eligible staff. Selection needs to be defensible but interviews are not essential.

(15) Inform all relevant staff as appropriate.

(16) Submit a recommendation detailing the additional responsibilities, the duration, and the proposed Responsibility Allowance amount (i.e. the percentage amount) to the Executive Dean / Head of Office for consideration and endorsement.

Executive Dean / Head of Office

(17) Review the request for the Responsibility Allowance. Seek advice and approval from the Chief People Officer.

Chief People Officer

Approve Responsibility Allowance

(18) Review the Executive Dean / Head of Office endorsement and documentation and confirm or decline the request.

(19) Advise the Executive Dean / Head of Office of the outcome.

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Human Resources Officer

(20) Process the approved Responsibility Allowance as part of normal salary payments.

Supervisor / Head of Department

Review Responsibility Allowance

(21) Recommend to the Executive Dean / Head of Office for the continuation or cessation of the Responsibility Allowance and provide supporting documentation.

Executive Dean / Head of Office

(22) Review submissions for Responsibility Allowance from the Faculty / Office and provide recommendation to the Chief People Officer.

Chief People Officer

Approve Responsibility Allowance

(23) Consider Responsibility Allowance recommendation from Executive Dean / Heads of Office and approve or decline the request.

Human Resources Officer

(24) Process the approved Responsibility Allowance as part of normal salary payments.

Section 4 - Guidelines

(25) Nil.

Section 5 - Definitions

(26) Definitions specific to this Procedure are contained in the Salary Loadings Policy.

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	1st June 2022
Approval Authority	Vice-President, People and Services
Approval Date	11th May 2011
Expiry Date	5th August 2026
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
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