

## General Staff Salary Loading Scheme

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<b>Approving authority</b>	Executive Group
<b>Approval date</b>	4 November 2017
<b>Advisor</b>	For advice on this policy, <a href="#">contact your Group HR Business Partner</a>
<b>Next scheduled review</b>	2020
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/General%20Staff%20Salary%20Loading%20Scheme.pdf">http://policies.griffith.edu.au/pdf/General Staff Salary Loading Scheme.pdf</a>
<b>TRIM document</b>	2014/0003529
<b>Description</b>	This policy is designed to support the recognition, attraction and retention of individuals by providing financial rewards.

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### Related documents

[Code of Conduct](#)

[Conflict of Interest Policy](#)

[General Staff Performance Review](#)

[Recruitment and Selection Policy](#)

[Recruitment and Selection Procedures](#)

[Staffing Delegations: Administrative Divisions](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Application\]](#) [\[Delegated Authorities\]](#)

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## 1. INTRODUCTION

The University acknowledges the importance of recognising, attracting and retaining key general staff. This policy is designed to support the recognition, attraction and retention of individuals by providing financial rewards.

A salary loading payment may be made as part of the initial offer of employment or during the period of employment.

Individuals may be considered for a loading on the basis of the following criteria in sequential order:

- i. there must exist a significant differential between the rate of remuneration attached to the position being considered for payment of a loading and the remuneration for like positions in the broader market place;
- ii. subject to meeting (i) above, the position must be deemed to be of strategic importance to the operations of the University; and
- iii. subject to satisfying both (i) and (ii) above, the incumbent or prospective appointee must be assessed as demonstrating excellent performance.

Only by meeting the three criteria above will a staff member be considered for payment of a salary loading.

The payment of loadings is a confidential matter, and all staff in receipt of a loading will be required to sign confidentiality agreements.

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## 2. SCOPE

This Scheme applies to all general staff other than casual staff whether employed within a school, centre or administrative area.

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### **3. APPLICATION**

Payment of a loading will be determined by the Vice President (Corporate Services), on the recommendation of the relevant Pro Vice Chancellor or Deputy Vice Chancellor. This decision is final. There is no appeal mechanism and the University's grievance procedure does not apply to this process.

The Scheme will be funded from the operating budget of the respective Element in which the member of staff is working.

The policy will be reviewed by the Vice Chancellor on an annual basis. The University will seek to ensure equity groups are fairly represented.

Loadings will fall within a range of 5% to 25% of base salary and can be taken as:

- i. taxable salary paid fortnightly; or
- ii. a contribution to superannuation; or
- iii. a mixture of these at the nomination of the individual staff member.

The loading will be awarded for 2 years and then reviewed by the relevant Pro Vice Chancellor or Deputy Vice Chancellor not later than one month prior to expiry of the loading. Leave without pay will not be included in the payment period. A decision to discontinue or continue a loading will be made by the Vice President (Corporate Services), on the recommendation of the relevant Pro Vice Chancellor or Deputy Vice Chancellor.

The loading is not an entitlement. It will not be paid out on separation from the University or taken into account in any subsequent termination payment. In this event, the base salary as defined by the most recent enterprise bargaining agreement will be used as the basis for calculation.

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### **4. DELEGATED AUTHORITIES**

The Vice President (Corporate Services) on the recommendation of the Pro Vice Chancellor or Deputy Vice Chancellor responsible for the particular area in which the member of staff is working, has authority to make all decisions under this policy.