

## Salary Loading for Academic Staff

<b>Approving authority</b>	Executive Group
<b>Approval date</b>	26 April 2017
<b>Advisor</b>	For advice on this policy contact <a href="#">Senior Consultant, Reward and Recognition</a> , Human Resources
<b>Next scheduled review</b>	2019
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Salary Loading for Academic Staff.pdf">http://policies.griffith.edu.au/pdf/Salary Loading for Academic Staff.pdf</a>
<b>TRIM document</b>	2017/0000302
<b>Description</b>	Confidential salary loading for academic staff based on merit and/or attraction and retention.

### Related documents

[Academic Staff Career Development](#)  
[Academic Staff Review Policy and Procedures](#)  
[Code of Conduct](#)  
[Conflict of Interest Policy](#)  
[Staffing Delegations: Academic Groups](#)

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

## 1. INTRODUCTION

The University recognises and rewards the performance of individual academic staff through the promotions system and progression through the existing incremental ranges. The University also recognises that attracting, rewarding and retaining key academic staff requires additional measures which may include the payment of additional salary or benefits, such as a salary loading.

The University will seek to ensure equity target groups are fairly represented.

## 2. SCOPE

This policy applies to all academic staff other than adjunct, visiting, honorary and casual academic staff.

## 3. APPLICATION

### 3.1 Categories of Loadings

Salary loadings may be paid in one or both of the following categories:

- a) Merit Loading which is paid in recognition of outstanding merit and performance as evidenced by:
  - Fellowship of one of the four Learned Academies (Humanities, Social Sciences, Science and Technological Sciences and Engineering) or equivalent; or
  - Receipt of a major award or Senior Fellowship in Learning and Teaching; or
  - Receipt of another award of national or international significance (including honours awards); or

- Excellence of performance resulting in significant contribution to the core activities of the university.
- b) Attraction and Retention Loading which is paid to attract or retain key academic staff who, because of competitive forces in the academic labour market or the external market for their services, may be at risk of being lost from the University. The applicability of this loading may be evidenced by excellence of performance and
- i. Strategic importance of the position to the university; and/or
  - ii. Academic standing of the individual; and/or
  - iii. State of the (academic or external) labour market.

Other allowances or loadings being paid to an individual should be taken into account when determining the level of loading to be paid to that member of staff under this policy.

### **3.2 Amount of Loading**

Loadings paid under this policy will fall usually within the range of 5 to 25% of base salary. Total loadings paid to any individual under this policy will not exceed 25% of base salary, unless at the discretion of the Vice Chancellor. The loadings will not be paid in respect of any monetary value for accrued long service leave, annual leave or annual leave loading on resignation, retirement or termination.

The loading is not index linked.

### **3.3 Period of Payment**

- 3.3.1 Loadings awarded under this policy will normally be for a fixed term of 2 years, but may be renewable following review.
- 3.3.2 Loadings which form part of an employment offer shall be subject to the terms contained in the employment contract and/or letter of offer.
- 3.3.3 At the expiration of the term of the loading the payment of the allowance will lapse. Where a recipient is promoted, or appointed to senior academic administrative position, a review of the payment of the loading will be triggered in line with the review procedures.
- 3.3.4 The Vice Chancellor may authorise the cessation or variation in the payment of a salary loading at any time, irrespective of category.

### **3.4 Confidentiality**

The payment of a salary loading under this policy is specific to an individual academic staff member. Such payments are confidential between the staff member and the University.

Staff members who receive a loading will be apprised of the provisions of this policy.

### **3.5 Funding**

The conditions for the justification and approval of the loadings will apply irrespective of the source of the funds used to finance the loadings. Allowances are subject to the financial position of the University. Allowances may not be continued (or maintained) if the University's financial position does not permit. Payments will be funded centrally to a set dollar amount.

### **3.6 Payment Options**

At the discretion of the staff member, in consultation with the University, allowances can be provided as:

- Salary, paid fortnightly
- Contribution to superannuation
- A lump sum periodic payment or at the end of a specified term
- Other appropriate use of salary packaging as approved by the University

### **3.7 Reviews**

A staff member's ongoing performance record will be relevant in reviewing the continuing need for a loading.

Review will be conducted in sufficient time to allow the completion of the review and approval for change so that change can be implemented.

The review will take into account the market circumstances at the time, as well as the contribution of the individual. The Group Pro Vice Chancellor or Executive Director, Institute for Glycomics<sup>1</sup> may recommend that a loading be removed or renewed at the same or a higher or lower level.

---

#### **4. DELEGATED AUTHORITIES**

A proposal for the payment of a salary loading may be initiated by:

- Vice Chancellor;
- Deputy Vice Chancellors;
- Group Pro Vice Chancellor;
- Executive Director, Institute for Glycomics
- Staff member's supervisor (e.g. Head of School/Department);
- Chair of the relevant selection committee

There is no process for members of staff to personally apply for allowances (except for Merit Loading associated with membership of the Academies or equivalent or receipt of other award of national or international significance).

The proposal must provide relevant evidence related to rationale for the payment and level of the loading. Any loading allocated must be fair and reasonable and reward the comparable work of men and women equally.

Proposals should take into account the University's priority to attract and retain women in senior academic positions (Levels C - E), and commitment to gender pay equity in accordance with the Equity & Diversity Plan 2014-2017 and the University's commitment to valuing diversity among academic staff.

The payment of a loading will be authorised by the Vice Chancellor on the recommendation of the Group Pro Vice Chancellor, Executive Director, Institute for Glycomics, Deputy Vice Chancellor (Academic) or Senior Deputy Vice Chancellor.

The decision of the Vice Chancellor is final and there will be no appeals considered against that decision.

---

<sup>1</sup> For Institute staff members