Allowances and Loadings Procedure

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1 Objective

To outline the procedures relating to the payment of Allowances and Loadings.

2 Scope

This procedure applies to all University of Tasmania staff (excluding casuals).

3 Procedure

3.1.1 Discretionary Allowances and Loadings

Discretionary allowances and loadings are usually non-superannuable fixed dollar amounts. These are either paid each fortnight as a regular salary payment, or can be a lump sum payment.

Human Resources can provide information and advice to support senior managers in determining the appropriate type, level and duration of allowance or payment.

Allowances and loadings should be reviewed every 12 months, unless otherwise determined by the Executive Director, Human Resources.

The allowances and loadings below must be approved at Profile B delegation level (following consideration at Profile C delegation level if appropriate). It is suggested that where appropriate the Profile C delegate consult with the Executive Director Human Resources (or nominee) before seeking approval.

3.1.2 Performance Allowance

A performance allowance (or bonus) can be paid for outstanding overall performance, on a particular task or on achievement of negotiated performance stretch outcomes in excess of the normal requirements of the role. A performance allowance (or bonus) should not be used for an employee doing their job competently, rather it is intended to apply to recognise achievements that well exceed expectations of the position.

3.1.3 Market Loadings

A market loading provides for payments that may assist with the attraction and/or retention of staff in positions where employment market forces limit the capacity to recruit and retain staff.

A market loading is used particularly at the level of senior academic and professional staff where their contribution and leadership can bring a strategic and competitive advantage to the University.

The criteria for deciding whether a market loading should be applied, and the level at which it should be paid, include:

- difficulty, or anticipated difficulty, attracting suitably qualified or experienced staff in the relevant field of a discipline/profession, and /or to a particular location of work
• evidence of higher salaries through benchmarking being paid externally for the particular occupational position (or group), that has also impacted or anticipated turnover in the organisational unit

• a clearly demonstrable need to retain a high performing employee who consistently and significantly exceeds agreed objectives, targets and/or key performance indicators, where the loss of such an employee would have a significant impact on the productivity and performance of the organisational unit.

In addition, the skills and attributes being remunerated through the loading must be aligned to the University’s strategic objectives.

3.1.4 Responsibility Allowances/Loadings

A responsibility allowance may be paid to a University staff member who undertakes distinct additional work or area of responsibility for a defined time period that is not normally part of their duties or functions. The quantum of the responsibility allowance is established by reference to the value of the duties to be performed and applies where a Higher Duties Allowance is not applicable.

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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</table>

5 Supporting Documentation

• University of Tasmania Staff Agreement
• Human Resources website
• Performance and Career Development Policy
• Recruitment and Appointment Policy
• Delegations Policy
• Delegations Profiles and Schedules

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
<th>The following Policies have been superseded and revoked:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• The UTAS Performance Management System</td>
</tr>
<tr>
<td></td>
<td>• Staff Rewards and Recognition Policy</td>
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<tr>
<td></td>
<td>• Salary Loadings Policy</td>
</tr>
<tr>
<td></td>
<td>• Remuneration for Additional Teaching Duties Policy</td>
</tr>
<tr>
<td></td>
<td>Version 1 - Allowances and Loadings Procedure; approved</td>
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<tr>
<td></td>
<td>Executive Director, Human Resources, October 2014,</td>
</tr>
<tr>
<td></td>
<td>amended in December 2016 to incorporate Colleges.</td>
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<table>
<thead>
<tr>
<th>Current Version</th>
<th>Version 2 – Allowances and Loadings Procedure; approved</th>
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<tr>
<td></td>
<td>August, 2018</td>
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