

Overview

The University may pay market-based salary loadings either to attract staff with appropriate expertise to vacant positions in hard-to-fill areas or to retain key staff in critical areas or to reward sustained meritorious performance when other means are unavailable, inappropriate or insufficient or in other special circumstances announced by the Vice-Chancellor.

A market loading is paid in addition to the rate of pay prescribed in **12.01 Salary Rates - Academic Staff**, **12.02 Salary Rates – General Staff** or **12.08 Salary Rates – English Language centre Staff**.

Policy

12.18.01 While acknowledging the Vice-Chancellor's absolute discretion in individual cases, applications for provision of market loadings to all staff are considered under this policy, with the exception of staff employed in controlled entities, joint ventures and similar entities identified from time to time by the Vice-Chancellor.

12.18.02 A market loading may be paid:

to meet market forces where it can be demonstrated that there is a difficulty in recruitment and/or retention; or

where loss of a particular staff member at that particular time would cause considerable hardship to the University; or

to reward sustained meritorious performance when other means of reward are unavailable, inappropriate or insufficient; or

in other special circumstances announced by the Vice-Chancellor.

12.18.03 For Academic staff, sustained meritorious performance will normally be acknowledged via an application for promotion. Where this avenue is unavailable, inappropriate or insufficient, a market loading may be paid.

12.18.04 For General staff, a market loading may be paid to reward sustained meritorious performance, but alternative methods should be considered (e.g. regrading of the position or payment of a Higher Duties Allowance) where these are appropriate.

12.18.05 The loading will be granted in the form of a percentage of base salary expressed in increments of no less than 5% – i.e. 10%, 15%, 20%, 25%, etc. (not odd amounts such as 17.25%).

12.18.06 The loading will not be subject to superannuation.

12.18.07 Where a market loading is approved, all loading costs are to be met by the cost centre.

- 12.18.08** The term of a loading, in the first instance, will be to the end of either the current calendar year or the following calendar year. In any event, the loading is not to exceed two years in any one instance. Unless a case for extension is granted, payment of the loading will lapse when the initial term expires.
- 12.18.09** A market loading will not be routinely renewed but a proposed renewal will be considered on the basis of a recommendation from the Pro Vice-Chancellor/Dean, Director or other appropriate member of senior management, supported by comprehensive current documentation.
- 12.18.10** All requests for new market loadings or for renewals will be considered by a Market Loadings Committee comprising:
- the Deputy Vice-Chancellor [Chair];
 - the Pro Vice-Chancellor (Research);
 - the Pro Vice-Chancellor (Academic);
 - the Chief Operating Officer;
 - the Chief Development Officer; and
 - the appropriate Pro Vice-Chancellor/Dean, appointed by the Vice-Chancellor.
- 12.18.11** All recommendations by the Market Loadings Committee will be sent for approval to the Vice-Chancellor, whose decision is final.
- 12.18.12** Where an Academic staff member with a market loading is promoted, the loading will continue until the promotion takes effect. Where appropriate, the Pro Vice-Chancellor/Dean, Director or other appropriate member of senior management may submit a recommendation for a new loading in accordance with this policy.
- 12.18.13** Where a General staff member with a market loading is reclassified, the loading will stop on the date the reclassification takes effect. Where appropriate, the Pro Vice-Chancellor/Dean, Director or other appropriate member of senior management may submit a recommendation for a new loading in accordance with this policy.
- 12.18.14** Where a staff member with a market loading is successful in gaining a position in a new cost centre/unit, the market loading will lapse immediately the new position is taken up. Where appropriate, the Pro Vice-Chancellor/Dean, Director or other appropriate member of senior management may submit a recommendation for a new loading in accordance with this policy.

Procedures

- 12.18.15** Recommendations for provision or renewal of a loading are submitted to the Market Loadings Committee by the relevant Pro Vice-Chancellor/Dean, Director or other member of senior management after consultation with the relevant Head of School/unit.
- 12.18.16** A recommendation for a new market loading may be made at any time and will be considered expeditiously by the Market Loadings Committee.
- 12.18.17** A recommendation for a renewal of a loading must be made by 1 November of the year in which the current loading terminates and will be considered by the Market Loadings Committee in time to renew the loading, in approved cases, from 1 January of the following year.
- 12.18.18** A recommendation for the initial provision of a market loading must be accompanied by comprehensive evidence:

A current CV must be provided.

Where the request is based on market forces, data must be provided from relevant external markets and/or comparable universities.

Where the case is based on the critical nature of a staff member's work, the cost centre head will be required to establish the implications of the loss of the individual and why the University would not seek to recruit a replacement at that time.

Where the case is based on sustained meritorious performance, this must be documented.

The Pro Vice-Chancellor/Dean and/or Head of School/unit must provide a commentary on the strength of the case and the implications of not granting the loading.

The case must be considered against those of other loadings paid in the same cost centre.

A statement on the cost centre's capacity to pay the loading will also be required.

- 12.18.19** A recommendation for a renewal of a market loading must be accompanied by comprehensive evidence:

A current CV must be provided.

In all cases, the recommendation must be supported by evidence of strong performance since the loading was approved.

Where the request is based on market forces, data must be provided from relevant external markets and/or comparable universities.

Where the case is based on the critical nature of a staff member's work, the cost centre head will be required to establish the implications of the loss of the individual and why the University would not seek to recruit a replacement at that time.

Where the case is based on sustained meritorious performance, the continued high level of performance since the approval of the loading must be documented.

The Pro Vice-Chancellor/Dean and/or Head of School/unit must provide a commentary on the strength of the case and the implications of not granting the loading.

The case must be considered against those of other loadings paid in the same cost centre.

A statement on the cost centre's capacity to pay the loading will also be required.

12.18.20 The Market Loadings Committee will consider all evidence and may seek further information from any source to assist in its consideration of the request.

12.18.21 In cases which are being supported, the Committee will recommend:

the level of market loading; and

the term for which the loading is to be paid.

12.18.22 The Committee's written recommendations, on both supported and unsupported cases, will be submitted to the Vice-Chancellor for approval. The decision of the Vice-Chancellor will then be conveyed in writing by the Chair of the Committee to the cost centre head and the Director of Human Resource Services.

12.18.23 New market loadings will take effect from the date of the Vice-Chancellor's approval or at any other date approval by the Vice-Chancellor. Renewals will take effect on 1 January each year.

12.18.24 All documentation will be held on the relevant personnel file.

Further Information

Human Resource Services, ext. 3738

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