

Additional Remuneration Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

[Remuneration and Benefits Policy](#)

[Staff Performance and Development Policy](#)

2. IMPLEMENTATION PRINCIPLES

2.1. These procedures provide mechanisms to formally recognise and reward staff for their skills, performance and/or outstanding contribution to their School/ Area and the University.

2.2. As part of a School/Area's overall recognition and reward strategy, the payment of additional remuneration is designed to attract and/or retain outstanding staff through:

- a) payment of a Personal Loading (Attraction/Retention/Market Loading);
- b) payment of a Performance Bonus; and
- c) Accelerated Incremental Progression.

2.3. The payment of additional remuneration is:

- a) based on consideration of staff skills, performance and achievements;
- b) directly linked to the demonstrated or expected achievement of the individual and the School/Area;
- c) supported by a clear rationale and evidenced through the Work Planning and Performance Review process (WPPR) or agreed Key Performance Indicators (KPIs); and
- d) within approval delegation.

3. PROCEDURAL DETAILS

3.1. The procedures for recommendation, approval and payment of Personal Loadings, Performance Bonuses and Accelerated Incremental Progression as detailed below do not preclude any staff member from receiving more than one type of additional remuneration concurrently.

3.2. Personal loading

3.2.1. An Attraction/Retention/Market Loading is paid to attract and/or retain outstanding staff based on:

- a) an organisational need for the individual's knowledge and/or expertise, and actual or expected contribution;
- b) the strategic importance of the position at the time; and
- c) the University's need to remain competitive in, and responsive to, the market.

3.2.2. Unless otherwise specified in the contract of employment, the payment of a Personal Loading applies for no more than 12 months and is reviewed annually subject to satisfactory performance.

3.2.3. A Personal Loading may be:

- a) negotiated in the course of an offer of employment; or
- b) recommended by a Head of School/Area at any time.

3.2.4. The Head of School/Area forwards the recommendation for a Personal Loading to the Executive Manager for approval. The recommendation and approval of a Personal Loading provides:

- a) a detailed rationale for the Personal Loading;
- b) the term for which the Personal Loading applies;
- c) confirmation that the contribution made aligns with the individual's WPPR (where applicable); and

- d) a statement indicating the impact on the School/Area budget.
- 3.2.5. Unless documented in a Recommendation for Occupancy, the recommendation and approval of a Personal Loading is actioned through the completion of relevant HR documentation.
- 3.2.6. A Personal Loading may be suspended if a staff member is subject to an unsatisfactory performance, misconduct or serious misconduct process. A Personal Loading may be withdrawn following a finding of unsatisfactory performance, misconduct or serious misconduct.

3.3. Performance bonus

- 3.3.1. Where justified as part of attraction and retention strategies or in meeting market expectations, a Performance Bonus (up to a maximum allowed value of 10% of the staff member's base salary) may be included in a contract of employment to reward staff for outstanding performance and contribution to organisational success.
- 3.3.2. In exceptional circumstances, an Executive Manager may, with the support of the Director, People and Culture approve the payment of a Performance Bonus outside of contractual arrangements to a staff member in recognition of their outstanding performance and contribution to organisational success.
- 3.3.3. For any Performance Bonus recommended under 3.3.1 or 3.3.2, the Head of School/Area forwards the recommendation to the Executive Manager for approval. The recommendation and approval of a Performance Bonus is actioned through the relevant HR documentation which provides:
 - a) a detailed rationale for the Performance Bonus against contract of employment criteria and WPPR agreed targets or KPIs for both the staff member's and the University's performance as appropriate;
 - b) evidence of the outstanding contribution made by the staff member; and
 - c) a statement indicating the impact on the School/Area budget.
- 3.3.4. Where a Performance Bonus is recommended for a direct report to the Executive Manager, the Executive Manager forwards the recommendation to the Vice-Chancellor for approval.

3.4. Accelerated incremental progression

- 3.4.1. A Line Manager may review the existing salary point for a staff member based on their skills and achievements. Provided the staff member has successfully completed their probationary period, the Line Manager may recommend that the staff member be accelerated to a higher point within the salary classification applicable to the position.
- 3.4.2. The Line Manager forwards the recommendation for an Accelerated Incremental Progression to the Head of School/Area for approval. The recommendation is supported by the appropriate HR documentation which provides:
 - a) a detailed rationale for the Accelerated Incremental Progression;
 - b) evidence of achievements against the agreed WPPR objectives;
 - c) an evaluation of the performance and skills of the individual relative to the higher salary point being recommended; and
 - d) a statement indicating the impact on the School/Area budget.
- 3.4.3. The higher salary point becomes the staff member's new substantive salary and a new future incremental date is determined.
- 3.4.4. An Accelerated Incremental Progression may only be initiated once for a staff member within a 12 month period.

3.5. Payment processes for additional remuneration

- 3.5.1. All payments of Personal Loadings and Performance Bonuses are authorised via a Recommendation for Occupancy and/or the relevant HR documentation and processed by HR.

- 3.5.2. An Accelerated Incremental Progression is authorised via the relevant HR documentation, processed through the University's payroll system, and becomes the staff member's new substantive salary.
- 3.5.3. Additional remuneration, except an Accelerated Incremental Progression, is not considered superannuable, unless the provisions of the superannuation fund or superannuation legislation provide for such treatment.
- 3.5.4. The payment of additional remuneration to a staff member must take into account legislative requirements such as superannuation, taxation and any Fringe Benefit Tax (FBT).

4. RESPONSIBILITIES

4.1. Executive Managers are responsible for:

- a) approving Personal Loadings;
- b) seeking the support of the Director, HR when approving the payment of a Performance Bonus outside of contractual arrangements to a staff member;
- c) approving Performance Bonuses of non-direct reports;
- d) forwarding recommendations for Performance Bonuses of direct reports to the Vice-Chancellor for approval.

4.2. Heads of School/Area are responsible for:

- a) recommending Personal Loadings and Performance Bonuses;
- b) approving Accelerated Incremental Progressions.

4.3. Line Managers are responsible for recommending Accelerated Incremental Progressions.

5. SCOPE OF PROCEDURES

These procedures apply to fixed-term and continuing academic and general staff.

These procedures do not apply to:

- casual and sessional staff;
- visiting or adjunct academics;
- staff whose contracts dated before the approval of these procedures provide for a Personal Loading and/or a Performance Bonus;
- Executive Managers and Senior Managers whose positions are not covered by the Staff Enterprise Agreements.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

7. SCHEDULES

Nil

8. RELATED DOCUMENTS/LINKS/FORMS

[Diversity Policy](#)

[Elimination of Discrimination and Harassment Procedures](#)

[Equal Opportunity Policy](#)

[Pay Equity Action Plan 2011-2014](#)

[Personal Loading/Performance Bonus Approval Form](#)

[Accelerated Incremental Progression Approval Form](#)

[WPPR website](#)

Policy Compliance Officer	Jenny Taylor , Deputy Director, People Capability People and Culture
Policy Manager	Chief Operating Officer
Approval Authority	Chief Operating Officer
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	17/05/2012	Vice President, Corporate Services	EM1206	Conditional upon PMC rescinding the current Payment of Additional Remuneration Policy and Procedures at its 29 May 2012 meeting (resolution PMC 51/12)
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Links Updated
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes