

# GUIDE TO ALLOWANCES & RECOGNITION PAYMENTS

**Guidelines to be used in conjunction with *Remuneration and Reward Policy (PL272 / HR 176)***

**Guideline Owner: *Director Human Resources Service Centre***

**Keywords: Staff    Human Resources    Allowances    Market Loading  
Remuneration**

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## 1. INTENT

This guideline outlines allowances and payments available to recognise the contributions of academic and professional staff whether as part of their role, to reflect current salary market conditions or through performance excellence or contributions.

## 2. ORGANISATIONAL SCOPE

All ECU staff employed on a fixed term or ongoing basis.

Casual and Sessional staff are excluded except where they are entitled to a role based allowance outlined in policy, guidelines or industrial instrument.

## 3. DEFINITIONS

TERM	DEFINITION
Allowance	An approved additional payment for a defined period and purpose in addition to an employee's base salary.
Allowance Amount	The amount of the allowance described as a fixed or indexed fortnightly or annual dollar amount.
Allowance Rate	The amount of the allowance described as a percentage of the employee's annual base salary.
Allowance Period	The approved period for which the allowance is to be paid.

Base Salary	The rate of pay payable for ordinary hours of work excluding any allowances, bonus payments, market loadings, overtime, penalty rates and superannuation.
HR Delegate	The authorised officer as listed in the HR Delegations
Industrial instrument	The instrument that covers an employee's minimum entitlements whilst employed by the University.
Market Loading	A loading paid to an employee to reflect the external market for in-demand roles and occupations.
MPS	Management for Performance System
Performance Recognition	An allowance or bonus payment paid to an employee to attract, retain and/or reward their exceptional performance and/or contributions and requires management approval
Role Based Allowance	An allowance paid to an employee based on additional roles and responsibilities required to be undertaken as part of their position.
University	Edith Cowan University
University Remuneration Committee	An advisory committee to the Vice Chancellor responsible for developing, monitoring and reviewing university remuneration strategy and policies.

#### 4. ROLE BASED ALLOWANCES

Role based allowances are paid where an employee undertakes additional duties, responsibilities or associated activities connected to their position or role.

##### 4.1 Allowances provided by industrial instruments

A number of allowances are set out under the appropriate industrial instrument including:

- Higher Duties
- Indigenous Language
- Motor Vehicle
- On-Call
- Shift
- Travelling and Camping

##### 4.2 Allowance provided by other policies and/or guidelines

In addition, a number of allowances are provided by other HR policies and guidelines including:

- Academic Leadership Roles (HR127/PL164)
- Guidelines Frequent Traveller's Allowance

### 4.3 Procedure for payment of a role based allowance

*Appendix 1: Determining the Appropriate Allowance or Payment* provides details:

- Purpose
- Eligibility
- Duration
- Value
- Reviews
- Approvals
- Salary Impact
- Form
- Any industrial instrument or policy reference

HR Business Partners are able to provide further guidance and support on determining the appropriate allowance for a specific situation.

### 4.4 Temporary Responsibilities Allowance

A temporary responsibilities allowance is paid in recognition of additional responsibilities and duties assigned to a professional staff member to meet the short-term operational and organisational requirements of the school, service centre or work area. *Temporary responsibilities are not connected to relieving in a position at a higher classification. A Higher Duties Allowance is payable in such situations.*

Providing team members with the opportunity to undertake additional responsibilities assists with professional development and skill enhancement as well as recognising and rewarding individual contribution. Where there are a number of staff capable of taking on these activities, consider sharing or rotating these opportunities for additional responsibilities.

#### 4.4.1 Eligibility

A temporary responsibility allowance is paid to a professional staff member who has agreed to take on additional responsibilities and duties that:

- create greater work value than the current position;
- are not normally expected of the position, role or classification level; and
- are for a short-term period (3 to 12 months).

This allowance is not paid:

- where the additional responsibilities and duties are likely to be long-term or ongoing;
- when there is an increased volume of the tasks normally undertaken by the employee; or
- as a reward for good performance for work performed at the same level as the employee's current position.

HR Business Partner are able to provide advice and guidance on alternatives to recognise these situations.

#### 4.4.2 Duration

A temporary responsibilities allowance may be for a fixed-term period of at least 5 consecutive working days up to a maximum of 12 months. Fixed-term periods longer than 12 months require endorsement from the Director Human Resources Service Centre.

#### 4.4.3 Value

A temporary responsibilities allowance is calculated by assessing the increase in work value created by the additional responsibilities and duties when compared to the work value of employee's current position. It can be expressed as a percentage of the employee's current annual base salary or as a fixed amount aligned to a specific HEW Level and Step (expressed as per annum amount).

The value generally does not exceed the maximum salary payable at the next salary level above the position's current classification level (e.g. If an employee is in a HEW 5 position, the value of the temporary responsibility allowance can be up to the equivalent of the salary paid at HEW 6 Step 4 – the highest salary step at HEW 6).

Director Human Resources Services Centre approval is required if the value exceeds 10% of the employee's base salary.

HR Services Centre is able to assist in calculating the increase in work value and consideration needs to be given to salary relativity within teams or service centres to maintain equity in remuneration.

#### 4.4.4 Reviews

A temporary responsibilities allowance may be reviewed, extended, stopped or varied where

- a change in the additional responsibilities or duties occurs which changes the work value;
- the employee relinquishes the additional responsibilities or duties;
- the need for the additional responsibilities or duties finishes before the end of the allowance period; and/or
- the allowance period needs to be extended.

At least 4 weeks written notice of any change will be provided, unless a shorter notice period is agreed with the employee.

A temporary responsibilities allowance will also end where:

- the employee takes up a new position in the school, service centre or work area, or elsewhere in the University; or
- the position is reclassified with the additional responsibilities or duties included.

#### 4.4.5 Approvals and Payment

- Fill out a *Temporary Responsibilities Allowance* form detailing the greater work value of the additional responsibilities/duties.
- Forward to appropriate HR Delegate (including Director Human Resources Services Centre if allowance exceeds 10%) for approval.

- Once approved, the employee needs to sign the approved *Temporary Responsibilities Allowance* form in accepting and acknowledging the additional responsibilities/duties.
- Forward the completed form (incl. employee's signature) to Payroll for processing.

#### 4.4.6 Budget and Cost Impact

*Appendix 1: Determining the Appropriate Allowance or Payment* outlines the cost impact of paying a temporary responsibilities allowance.

A Temporary Responsibilities Allowance will be charged to the same cost centre to which the employee's base salary is charged and the school, service centre or work area is responsible for the funding of the allowance.

## 5. MARKET LOADINGS

Market loadings provide flexibility to respond to competitive, short supply labour markets and offer attractive remuneration for in-demand roles, occupations and/or highly sought after individuals whilst maintaining the integrity of ECU's classification and salary structures.

Appropriate mechanisms are available to a school, service centre, or work area to retain an exceptional employee who has received an alternative job offer and is key to the University's teaching, research and/or strategic performance. Specific cases should be discussed first with the HR Manager, HR Services in determining an appropriate response.

When considering a market related salary loading, consideration needs to be given to the total remuneration paid and relativity to other positions within school, service centre or work area.

Payment of market loadings are to be supported by a substantiated business case. If there are similar positions, the market related salary loading should be applied to all positions to maintain pay equity.

HR Business Partners are able to assist in preparing a recommendation including sourcing relevant market information.

### 5.1 Eligibility

The following information is considered in determining whether a position or group of positions are eligible to be paid a market loading:

- Comparative remuneration data (e.g. remuneration benchmarks, recruitment consultant feedback)
- Organisation data (e.g. outcomes of past recruitment, employee turnover, any project/work delays occurring);
- Other relevant market factors;
- Any limitations in training and/or developing existing employees;
- The specific positions to which the market loading is to be applied.

This information needs to be provided in any business case seeking approval.

### 5.2 Duration

Market related salary loadings are temporary in recognition that market conditions change and are therefore limited to a maximum of 3 years.

*Note: An Attraction Allowance may be more appropriate for long-term arrangements or where an employee's individual skill set and capabilities need to be better recognised.*

### 5.3 Value

A market loading is determined by comparing the employee's current total remuneration package to the broader market and will not normally be more than 20% of the employee's base salary.

A market loading may be expressed as a fixed amount or as a percentage of base salary. Loadings expressed as a percentage will change with salary movements.

### 5.4 Review

A market loading is reviewed at least 3 months prior to the end date or where academic promotion/position reclassification occurs during the period in which it applies.

### 5.5 Approvals and Payment

In recommending the payment of a market loading for an existing academic or professional staff member:

- Fill out an *Employment Contract – Temporary Variation* form
- Prepare supporting business case to include
  - demonstrated eligibility of the position to be paid a market loading;
  - the total amount and distribution of all market loading or allowances paid to staff in like-roles in the school, service centre or work area; and
  - the ability of the school, service centre or work area to pay the cost of the market loading for its duration.
- Obtain support from the Director Human Resources Services for payment of a market loading. The Director Human Resources Services may refer to the Senior Deputy Vice-Chancellor if required.
- Forward form (incl. business case and DHRS support) to appropriate HR Delegate for approval.
- Once approved, the employee needs to sign the approved *Employment Contract – Temporary Variation* form in accepting and acknowledging the market loading and its duration.
- Forward the completed form (incl. employee's signature) to Payroll for processing.

Recommendation of a market loading for a new employee is included as part of seeking approval for the appointment with the required supporting business case.

The University Remuneration Committee examines and reviews the frequency and use of market loadings by Schools, Service Centres and Work Areas to ensure consistency and fiscal responsibility in application as well as identifying emerging issues (incl. pay equity).

### 5.6 Budget and Cost Impact

*Appendix 1: Determining the Appropriate Allowance or Payment* outlines the cost impact of paying a market loading.

A market loading will be charged to the same cost centre to which the employee's base salary is charged and the school, service centre or work area is responsible for the funding of the loading.

## 6. PERFORMANCE RECOGNITION

Performance recognition are allowances, loadings and payments which provide the ability to

- recognise an employee's exceptional performance and/or outstanding contributions to a school's, service centre's, work area's or University performance ; and/or
- attract and/or retain an employee of exceptional value to the University

whilst maintaining the integrity of the University's academic standards and professional salary structures.

In addition to remuneration, supporting an employee's professional development through course attendance or acting opportunities are other ways to recognise exceptional performance and/or outstanding contributions. HR Business Partners can provide further advice on appropriate recognition based on the circumstances being rewarded and/or recognised.

The University is committed to ensuring decisions on remuneration are based on equity and merit. Using objective criteria where possible supports this endeavour. Any criteria used to demonstrate exceptional performance or contributions should be included when seeking approval for payment.

### 6.1 Recognition Payments

A recognition payment is generally for a single exceptional contribution in the context of a one-off task or specific project or achieving particular teaching or research outcomes. It provides the ability to recognise and reward an employee's or team's exceptional contribution to the University's performance through exceptional performance and excellence beyond normal expectations, or in achieving outcomes over and above expectations (i.e. achieving quality outcomes ahead of time or well within budget).

#### 6.1.1 Eligibility

An employee's or team's exceptional contribution will normally be in respect of a one-off task, specific project, or unique set of circumstances. Examples may include:

- completing a task or project ahead of schedule combined with achieving time, resourcing or financial efficiencies;
- demonstrating exceptional commitment through contribution to a one-off event beyond normal expectations for the role;
- successfully handling an unplanned or unexpected project or incident which was both complex and difficult in managing;
- demonstrating exceptional flexibility which contributed directly to the achievement of School, Service Centre, Work Area or University objectives.

Recognition payments are not paid where an employee is:

- required to work in a higher classified position or take on additional responsibilities;



- directed to work additional hours; or
- more appropriately remunerated through an alternative allowance.

### 6.1.2 Duration

There is no limit to the number of recognition payments an employee or team may be paid over a number of years, if appropriate. However, a recognition payment should not be paid to an employee for the same reasons in consecutive years. More long-term remuneration arrangements may be more appropriate for sustained personal excellence and high work performance (e.g. academic promotion, career progression opportunities).

### 6.1.3 Value

A recognition payment is a one-off payment and is a fixed dollar amount as suggested in these guidelines.

The following is provided as guidance on appropriate values for a one-off performance recognition payments:

Examples Only	Minimum Value	% Base Salary
Where an employee has substantially gone over the requirements of their role to complete a one-off or time limited task or service for students, customers or colleagues	\$500	1% or less
Where the employee has achieved particularly challenging goals or objectives, overcoming significant obstacles to achieve required results	\$1,000	1-2%
Demonstrating exceptional flexibility which contributed directly to the achievement of school, service centre, work area or university objectives	\$2,000	2-5%
Making a one-off contribution, over and above the requirements of the role, which have generated significant income for, or savings to the School, Service Centre or Work area, or which will contribute to greatly enhancing the reputation of the University, School, Service Centre or Work Area externally.  For professional staff, the one-off contribution will have led to a service improvement that has a strategic impact and greatly enhanced the reputation of the school, service centre or work area across and within the University	\$4,000	5-10%

Recognition payments acknowledging a team achievement need to be made on the same basis as those for individual employees and give consideration to the impact of the contribution made by each team member.

### 6.1.4 Review

Recognition payments are one-off payments and do not require review.



### 6.1.5 Approvals and Payment

In recommending the payment of a performance recognition payment:

- Fill out an *Approval for One-Off Payment – Existing Academic/Professional Staff* form.
- Provide supporting business case which needs to include:
  - the nature of the personal excellence/exceptional performance in sufficient detail (including any objective criteria used to determine performance level);
  - relevant information about the employee's remuneration, including their current base salary, any other allowances already paid and any previous performance recognition payments made; and
  - confirmation the payment can be accommodated within the school, service centre's or work area's budget.
- Obtain support from the Director Human Resources Services for the payment. The Director Human Resources Services may refer to the Senior Deputy Vice-Chancellor if required.
- Forward form (incl. business case and DHRS support) to appropriate HR Delegate for approval.
- Once approved, the *Approval for One-Off Payment – Existing Academic/Professional Staff* form needs to be submitted to Payroll for processing.

The employee should also be advised of the payment once approved.

The University Remuneration Committee examines and reviews the frequency and use of recognition payments by Schools, Service Centres and Work Areas to ensure consistency and fiscal responsibility in application as well as identifying emerging issues (incl. pay equity).

### 6.1.6 Budget and Cost Impact

*Appendix 1: Determining the Appropriate Allowance or Payment* outlines the cost impact of paying a recognition payment.

A performance recognition payment will be charged to the same cost centre to which the employee's base salary is charged and the school, service centre, or work area is responsible for the funding of the loading.

## 6.2 Attraction Allowances

Attraction allowances provide ECU with the ability to attract academic and professional staff in highly specialised disciplines or professions critical to the University's long-term strategic and operational success. It recognises the impact the employee's specialised discipline/skillset will have on university strategy and priorities and the remuneration the employee can command because of this.

Attraction allowances are different to market loadings as these relate to an individual rather than an occupational group and are less likely to be affected by short to medium changes in the employment market. Awarding of an attraction allowance is an exceptional event.

### 6.2.1 Eligibility

Payment of an attraction allowance may be considered in attracting a high calibre or highly specialised academic or professional staff applicant who will make a significant contribution to the strategic, academic, research or operational success of a school, service centre, work area or the University and it is in the University's interest to recruit the person.

An attraction allowance may also be considered to counter offer a formal alternative job offer received by a newly appointed employee within the first two years of their appointment.

### 6.2.2 Duration

An attraction allowance is generally considered ongoing and specific to a particular position. Alternatively, it may be for a fixed term if considered appropriate by the selection panel responsible for the appointment.

An attraction allowance is not retained if the employee is appointed to another position within the University.

### 6.2.3 Value

An attraction allowance is determined by assessing the remuneration package the employee's specialist discipline or profession is likely to command in the broader market.

An attraction allowance may be expressed as a fixed amount or as a percentage of base salary and will not normally be more than 30% of the employee's base salary. Allowances expressed as a percentage will change with salary movements. Consideration needs to also be given to the total remuneration package (base salary, any allowances, market loadings and superannuation).

### 6.2.4 Review

Where an attraction allowance is for a fixed term, payment of the allowance needs to be reviewed as part of the annual MPS process at least 3 months prior to its end date with a decision to be made as to whether it should be renewed or ceased

### 6.2.5 Approvals and Payment

Recommendation of an attraction allowance is included as part of seeking approval for the appointment with a supporting business case to include:

- a demonstrated strategic need for the school, service centre or work area to attract academic and professional staff in the specialised discipline, profession or skill set;
- substantiated evidence of the market salary likely to be commanded by the candidate based on their skills, knowledge and experience.
- the total amount and distribution of all attraction allowances and/or market loadings paid to staff in like-roles in the school, service centre or work area; and
- the ability of the school, service centre or work area to pay the cost of the attraction allowance for its duration.

In recommending an attraction allowance as a counter offer mechanism, a supporting business case addressing the above points, along with support obtained from the Director Human Resources Service Centre, needs to be submitted to the appropriate HR Delegate with the relevant employment contract form for approval.

Any renewal of a fixed term attraction allowance will require approval in accordance with the HR Delegations.

The University Remuneration Committee examines and reviews the frequency and use of attraction allowances by schools, service centres and work areas to ensure consistency and fiscal responsibility in application as well as identifying emerging issues (incl. pay equity).

### 6.2.6 **Budget and Cost Impact**

*Appendix 1: Determining the Appropriate Allowance or Payment* outlines the cost impact of paying an attraction/retention allowance.

An attraction allowance will be charged to the same cost centre to which the employee's base salary is charged and the school, service centre or work area is responsible for the funding of the allowance.

## 6.3 **Accelerated Increment**

An accelerated increment provides schools, service centres, and work areas the ability to recognise exceptional employee performance and excellence beyond the normal expectations of the role by advancing the employee more than one increment or increments in the salary range appropriate to the classification of their position. If the employee is already at the maximum salary step of their classification level, consideration may be given to a high performance loading.

An accelerated increment may be considered where sustained, exceptional performance and excellence is consistently demonstrated. The awarding of an accelerated increment is generally considered a one-off event.

### 6.3.1 **Eligibility**

To be considered for an accelerated increment, an employee needs to have consistently demonstrated exceptional performance and excellence as well as demonstrating the ECU values through their performance.

Exceptional performance needs to be substantiated through the use of performance measures, where possible, and/or examples of the employee achieving genuine stretch or challenging objectives. Reference to the employee's achievements relative to opportunity may also be considered.

An accelerated increment is not able to be considered where there is no current MPS in place.

### 6.3.2 Duration

An accelerated increment is permanent and an employee will continue normal incremental progression through the salary steps for the classification of their position until the maximum salary step is reached.

### 6.3.3 Value

The value of the accelerated increment is determined by the academic and professional staff salary scales contained in the Enterprise Agreement.

### 6.3.4 Review

An accelerated increment is not subject to review.

### 6.3.5 Approvals and payment

In recommending an accelerated increment, the employee's completed MPS needs to be submitted with a covering memo from the employee's supervisor and approved by the Relevant Line Executive.

Ideally, the accelerated increment should be awarded in line with the employee's anniversary of appointment to the position or classification. An alternative date may be agreed and approved.

### 6.3.6 Budget and Cost Impact

*Appendix 1: Determining the Appropriate Allowance or Payment* outlines the cost impact of paying an accelerated increment. The school, service centre or work area is responsible for the funding of the accelerated increment.

## 7. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to these guidelines, the following positions are responsible for the following

The Director Human Resources Service Centre has overall responsibility for the content of these guidelines and its operation in ECU.

Staff can seek guidance from a HR Business Partner in the event of uncertainty as to the application of the content of these guidelines.

## 8. RELATED DOCUMENTS:

8.1 The guidelines are supported by the following:

- [Remuneration and Reward Policy \(PL272 / HR 176\)](#)

8.2 Other documents which are relevant to the operation of the guidelines are as follows:

- ECU Academic and Professional Staff Union Collective Agreement 2013 (or its replacement document)
- [Guideline to Counteroffers](#)

### 9. CONTACT INFORMATION

For queries relating to this document please contact:

Guidelines Owner	Director, Human Resources Service Centre
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### 10. APPROVAL HISTORY

Guidelines Approved by:	University Remuneration Committee
Date Guidelines First Approved:	19 December 2016
Date last modified:	21 June 2023
Revision History:	<p>Removal of reference to Counteroffers Policy HR120 - 23/6/17</p> <p>Limit to value of Temporary Responsibilities Allowance – 20/4/19</p> <p>Ability to refer endorsement of allowances and loadings to SDVC – 20/4/19</p> <p>Discontinuation of High Performance Loading – 20/4/19</p> <p>Amendment to Appendix 1: Determining the Appropriate Allowance or Payment – Higher Duties Allowance; addition of RBHSC safety officer roles 26/5/21</p> <p>Amendment to Appendix 1: addition of Research Theme Leads Allowance 20/6/2022</p> <p>Amendment to 6.2.3 to comply with the <i>Fair Work Legislation Amendment (Secure Jobs Better Pay) Act 2022 (Cth)</i> 21/06/2023</p>
Next Revision Due:	June 2024
TRIM File Reference	

### Appendix 1: Determining the Appropriate Allowance or Payment

**Legend:**

CA – Collective Agreement

MPS – Management for Performance System

+ - this is an allowance category examined by the University Remuneration Committee.

Allowance	Purpose	Eligibility	Duration	Value (\$ or %)	Reviews	Approval*	Cost Impact	Form	Refer to
<b>Performance Recognition</b>									
Accelerated Increment	To recognise outstanding employee performance and excellence where an employee has not yet reached the maximum step of their salary range	Academic & Professional Staff	Ongoing	As determined by the relevant salary scale	Not Applicable	Relevant Line Executive	<ul style="list-style-type: none"> <li>Employee's base salary is incremented more than one salary step</li> </ul>	Memo with a copy of the employee's most recently completed MPS	Cl. 6.3 of these guidelines
Attraction Allowance <sup>+</sup>	To attract valuable academic and professional staff key to the University's long-term strategic and operational performance and success.	Academic & Professional Staff.	Ongoing or fixed term as determined by the Selection Panel	Percentage of base salary or fixed amount as determined by the Selection Panel	If Fixed term – 3 months prior to expiry.	<p><b>20% of base salary or less</b> – Relevant Line Manager (with advice from Director HRSC)</p> <p><b>Over 20% of base salary</b> – Senior Deputy Vice-Chancellor</p>	<ul style="list-style-type: none"> <li>Paid Fortnightly</li> <li>In addition to base salary</li> <li>Superannuable</li> <li>Paid during all forms of paid leave</li> <li>Increases with salary movements</li> </ul>	<p><b>New Staff Only:</b></p> <p><i>Fixed term &lt; 12mths:</i> Employment Contract – Fixed Term up to 12 months</p> <p><i>Fixed term &gt; 12mths:</i> Appointment form</p> <p><i>Submitted with a supporting business case (see guidelines for content)</i></p>	Cl. 6.2 of these guidelines

Superannuation arrangements are as at June 2023.

Allowance	Purpose	Eligibility	Duration	Value (\$ or %)	Reviews	Approval*	Cost Impact	Form	Refer to
Recognition Payment <sup>+</sup>	For recognition and reward of an employee's or a team's outstanding performance or contribution above normal expectations	Academic & Professional Staff.	Not Applicable	Lump sum dollar amount <i>(Note: refer to schedule in guideline for appropriate amounts)</i>	Not Applicable	<b>20% of base salary or less</b> – Relevant Line Manager (with support from Director HRS)  <b>Over 20% of base salary</b> – Senior Deputy Vice-Chancellor	<ul style="list-style-type: none"> <li>▪ Paid as a lump sum through fortnightly payroll</li> <li>▪ Superannuable</li> </ul>	Approval for Payment – Existing Academic/ Professional Staff  <i>Submitted with a supporting business case (see guidelines for content)</i>	Cl. 6.1 of these guidelines
<b>Market Related</b>									
Market Loading <sup>+</sup>	Provide capacity to respond to the broader employment market in maintaining competitive salary for in-demand roles and supported by genuine business case	Academic & Professional Staff.	Up to 3 years	Value determined by comparing base salary with broader market. Expressed as either a percentage of base salary or a fixed dollar amount.	Reviewed 3 months prior to end date.	<b>20% of base salary or less</b> – Relevant Line Manager (with advice from Director HRSC)  <b>Over 20% of base salary</b> – Senior Deputy Vice-Chancellor	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Paid during all forms of paid leave</li> <li>▪ Will increase with salary movements if expressed as a percentage.</li> <li>▪ No indexation will occur if expressed as a fixed dollar amount.</li> </ul>	Request to Vary an Existing Employment contract  <i>Supported by a business case (see guidelines for content)</i>	Cl. 5 of these guidelines  For Counter Offers – refer to Counter Offers Policy HR120
<b>Role Based Allowances (A-Z)</b>									
Academic Leadership Roles	In recognition of the additional responsibilities being undertaken as part of specific academic leadership roles.	Academics undertaking specific academic leadership roles	Term of appointment.	Specific amount per annum based on role being undertaken	Annually as part of the MPS process	Executive Dean	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Conditions as to payment during leave – refer to policy.</li> </ul>	Employment Contract – Temporary Variation	Policy HR127

Superannuation arrangements are as at June 2023



Allowance	Purpose	Eligibility	Duration	Value (\$ or %)	Reviews	Approval*	Cost Impact	Form	Refer to
Frequent Traveller's Allowance	Recognition of other incidental costs associated with being required to travel frequently overseas on university business.	Specific positions identified in Guidelines – Frequent Travellers' Allowance	1 year	No. of days required to be travelled in year x Frequent Traveller's allowance rate	Annually for potential changes to frequency of travel	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Paid during leave in certain circumstances</li> </ul>	Frequent Traveller's Allowance form	Guidelines Frequent Traveller's Allowance (see HRSC intranet)
Higher Duties Allowance	Professional staff member required to work 5 or more days in a higher classified position.	Professional Staff in HEW Level 1-9 only	At least 5 working days – refer to CA	Difference between base salary and salary for higher classified position as a \$ amount.	Not required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Refer to CA for payment during leave.</li> </ul>	Employment Contract – Temporary Variation	CA – cl.27
Indigenous Language	When an employee is required to use an Indigenous language in their role.	Academic & Professional Staff	Refer to CA	Annual amount based on language proficiency.	Not required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Paid during leave</li> </ul>	Employment Contract – Temporary Variation	CA – cl.12.6
Motor Vehicle	When an employee is authorised to use their own vehicle for travelling.	Academic & Professional Staff	Per occasion – refer to CA	The amount payable is calculated by the kilometres travelled and engine size of vehicle.	Not required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid as a lump sum through fortnightly payroll.</li> <li>▪ Not Superannuable</li> </ul>	Private Motor Vehicle Allowance Claim (FBSC Service Kiosk – Payroll)	CA – Sched. 3
On-Call	When an employee is required to be immediately contactable in the case of an emergency call-out).	Professional Staff only	Per occasion – refer to CA	Hourly rate calculated by HEW 4.2 weekly salary x 1/37.5 x 18.75/100	Not required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid per occasion through fortnightly payroll.</li> <li>▪ Not Superannuable</li> </ul>	On Call payment form	CA – cl. 34

Superannuation arrangements are as at June 2023

Allowance	Purpose	Eligibility	Duration	Value (\$ or %)	Reviews	Approval*	Cost Impact	Form	Refer to
RBHS Regulatory Role	Specified regulatory roles on the ECU Radiation, Biological and Hazard Substances Committee (RBHSC)	Professional Staff HEW 7 and below appointed to these roles	Term of appointment to role	10% of HEW 8 Step 100	Not required.	Radiation Safety Officer – Vice-Chancellor; Other regulatory roles – Chair RBHSC, SDVC and DVC (R)	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ Superannuable</li> <li>▪ Paid during leave where role is not being backfilled.</li> </ul>	Appointment letter	ECU RHBS Terms of Reference; Duties and responsibilities for each regulatory role.
Research Theme Leader	In recognition of the additional responsibilities being undertaken as part of role.	ECU Staff undertaking Research Theme Leader role	Term of appointment to role	4% of Professor (Level E)	Annually as part of the MPS process	DVC (R)	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> </ul>	Appointment letter	Academic Leadership Roles Policy
Shift	When an employee is formally required to work an afternoon or night shift.	Professional Staff only	Per occasion – refer to CA	An hour's salary based on HEW 4.1 for each afternoon or night shift worked.	Not required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid per occasion through fortnightly payroll.</li> <li>▪ Superannuable.</li> </ul>		CA – cl. 30
Temporary Responsibilities Allowance <i>(Prev. known as Temporary Special Allowance)</i>	When an employee is assigned additional responsibilities and/or duties to meet short-term operational and organisational needs (but not for relieving in a higher classified position).	Professional Staff only	At least 5 consecutive working days and up to 12 months	The increase in work value created by the additional responsibilities and/or duties expressed as a percentage of the employee's current annual base salary or as a fixed amount aligned to a specific HEW Level and Step (expressed as per annum amount).	If changes to additional responsibilities and/or duties occur.	<b>Up to 10% of Base Salary</b> Relevant Line Executive (with support from Director HRS)  <b>Above 10% of Base Salary</b> Relevant Line Executive <u>and</u> Director HRS	<ul style="list-style-type: none"> <li>▪ Paid Fortnightly</li> <li>▪ In addition to base salary</li> <li>▪ Superannuable</li> <li>▪ Not paid during leave unless paid sick leave.</li> </ul>	Temporary Responsibilities Allowance form	Cl. 4.4 of these guidelines

Allowance	Purpose	Eligibility	Duration	Value (\$ or %)	Reviews	Approval*	Cost Impact	Form	Refer to
Travelling & Camping	When an employee is required to travel and is not able to use a corporate credit card to cover meal and incidental expenses incurred whilst travelling or camping	Academic & Professional Staff	No limit – refer to CA	Rate per meal based on travel location and meal.	Not Required	Relevant Line Executive	<ul style="list-style-type: none"> <li>▪ Paid per occasion as a lump sum.</li> <li>▪ Not superannuable</li> </ul>	Expense Claim (submitted in Staff Kiosk by employee)	CA – Sched. 3

Superannuation arrangements are as at June 2023