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| **ALLOWANCE APPLICATION FORM** |
| **SECTION 1: TO BE COMPLETED BY LINE MANAGER** |
| **PART A: EMPLOYEE DETAILS** |
| Staff Number:  |       | Job No. |       | Title: |       |
| Surname: |       | Given Name(s) |       |
| **PART B: CURRENT APPOINTMENT DETAILS**  |
| School/Centre:       | Business Unit:       |
| Business Title:       | Position Number:       |
| Classification:       | Step:        |
| **PART C: ALLOWANCE PERIOD** |
| Specify period the allowance is to be paid: | Commencement date:       End date:       |
| **PART D: ROLE BASED ALLOWANCES – *send to Payroll Services when completed*** |
| **[ ]  Academic Coordinators Allowance (3% of ALEVC.1)** |
| **[ ]  Indigenous Language Allowance** (Academic and Professional Staff) **[ ]** Level 1 **[ ]** Level 2 (Refer to Clause 12.7 of the [ECU Enterprise Agreement](https://intranet.ecu.edu.au/staff/enterprise-agreement)) |
| **[ ]  Higher Duties Allowance** (Professional Staff Only) NOTE: > 5 consecutive working days and < 12 monthsSchool/Centre:       Business Unit:      Business Title:       Position Number:      Classification:       Step:       (HDA - Step 1) **[ ]** Full Time **[ ]** Part-time percentage      %If part-time\*, please complete roster:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | ***Fri***  | ***Sat*** | ***Sun*** | ***Mon*** | ***Tues*** | ***Wed*** | ***Thurs*** |
| ***Pay week:*** |  |  |  |  |  |  |  |
| ***Non Pay Week:***  |  |  |  |  |  |  |  |

If working part-time in HDA, will employee continue to work in substantive position? Yes **[ ]**  No **[ ]**  |
| **[ ]  Temporary Responsibilities Allowance** (Professional Staff Only) NOTE: For short term periods between 3 to 12 months. Fixed-term periods greater than 12 months or allowances >10% of current base salary require endorsement from the Director, People and Culture.**[ ]**      **% rate of Base Salary for the TRA Period** **TRA Review Date:**       *(If there are changes to the additional responsibilities/duties during the term of the TRA)*In accordance with the [Guide to Allowances and Recognition Payments](https://intranet.ecu.edu.au/__data/assets/pdf_file/0008/738080/Guide_to_Allowances_and_Recognition_Payments.pdf), a TRA is paid in recognition of temporary additional assigned responsibilities and duties to meet short term operational and organisational requirements. Unless determined otherwise by the University, the TRA tasks are in addition to the duties of the employee’s current position and do not include relieving in a position at a higher classification level – Higher Duties Allowance. Description of greater work value responsibilities and duties, including a list of outcomes and achievements to be accomplished during the TRA period:  |
|       |
| **PART E: DISCRETIONARY ALLOWANCES - *send to People and Culture when completed*.** **Note:** *The signed business case must be attached including the Director, People & Culture (DP&C) approval, before submitting to People and Culture.*  |
| **[ ]  Market Loading** (Academic and Professional Staff) NOTE: In accordance with the [Guide to Allowances and Recognition Payments](https://intranet.ecu.edu.au/__data/assets/pdf_file/0008/738080/Guide_to_Allowances_and_Recognition_Payments.pdf), this allowance will apply to an occupational group and is temporary, recognising market conditions change - maximum 3 year term with review before any renewal : Business case required for DP&C approval. To be developed with advice from P&C Business Partner. **[ ]** New allowance OR **[ ]** Change to existing allowance Value of allowance is to be calculated as      % of base salary (> 20% of base salary will require DP&C approval) The allowance is to be paid as:  **[ ]** Indexed -      % of base salary OR  **[ ]** Fixed Rate - $       (will increase with salary movements) (will not increase with salary movements) |
| **[ ]  Attraction Allowance** (Academic and Professional Staff) NOTE: In accordance with the [Guide to Allowances and Recognition Payments](https://intranet.ecu.edu.au/__data/assets/pdf_file/0008/738080/Guide_to_Allowances_and_Recognition_Payments.pdf), this form is to be used in exceptional circumstances to counter offer a formal alternative job offer received by a newly appointed employee within the  first 2 years of their appointment.  : Business case required for DP&C approval. To be developed with advice from P&C Business Partner.[ ]  Permanent [ ]  Temporary Commencement date:       If temporary (for a specified period of time) include -* Review Date (3 months prior to expiry):
* End date:

 Value of allowance is to be calculated as      % of base salary (> 20% of base salary will require DP&C approval) The allowance is to be paid as:  **[ ]** Indexed -      % of base salary (will increase with salary movements) OR **[ ]** Fixed Rate - $      (will not increase with salary movements) |
| **SECTION 2: PART A: ENDORSING SIGNATURE AND APPROVAL (AS PER HR DELEGATIONS)** |
| **Recommended:** |
| *Name:* |  | *Signature:* |  | *Date:* |
| **Approved as per HR Delegations:**  |
| *Name:* |  | *Signature:* |  | *Date:* |
| **Approved by Director, People and Culture (if applicable):** |
| **Name:** |  | *Signature:* |  | *Date:* |
| **PART B: TO BE REVIEWED AND COMPLETED BY EMPLOYEE (FOR ROLE BASED ALLOWANCES only)** |
| I accept and understand the allowance may be changed or ceased as required, and that I am not eligible for a payout of the allowance if my employment terminates. I acknowledge and agree to the listed and assigned responsibilities and duties together with the expected outcomes and achievements to be accomplished during the agreed period. |
| *Name:* |  | *Signature:* |  | *Date:* |

 ***Please return the completed form to the following Areas indicated below for appropriate action:***

* For Role Based Allowances, please send to Payroll Services - payroll@ecu.edu.au
* For Discretionary Allowances, please send to People and Culture Services – people@ecu.edu.au

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| ***School/Area contact (should further information be required):****Name:*       Position:       Extension:       |