

Salary Loading Policy

Section 1 - Purpose

(1) The University recognises that in exceptional circumstances it may be necessary to pay a salary loading to attract and/or retain the best talent for the University.

Section 2 - Application

(2) A salary loading may be payable to new or current ongoing and fixed-term academic and professional staff. Senior staff are not eligible for a salary loading under this Policy.

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-President (People) and Chief People Officer	Reports approved salary loadings to the Provost/Senior Deputy Vice-Chancellor and the Vice-Chancellor and President as appropriate and as required.
Authorising officer	Approves payment of a salary loading.
Supervisor	Makes recommendation for a salary loading.

Section 4 - Criteria

(3) The payment of a salary loading to an individual staff member may occur on the basis of one or more of the following criteria:

- a. expected achievement of significant extended performance objectives and measures and exceptional high performance demonstrated in the execution of duties performed;
- b. required additional and significant management responsibility not normally associated with the staff member's position, as determined by the authorising officer;
- c. at the time of advertising a position or making an offer, there is evidence of sustained market pressure in attracting highly skilled staff to positions deemed critical to the University's operations;
- d. there is evidence that loss of a particular staff member from a position deemed critical to the University would have significant detrimental impact; or
- e. there is evidence of substantial disparity between the University's salary level and the external private sector and/or comparable universities for a position of a similar nature where the University is in direct competition with the private sector and/or comparable University to secure or retain a highly skilled individual.

(4) A salary loading is linked directly to the staff member, and not the position.

Section 5 - Salary Loading

(5) A salary loading is a salary payment in addition to base salary. A loading may be expressed as a percentage of base salary or a fixed-dollar amount. A salary loading is normally applied for a one year period, but may be approved for a period not exceeding three years (as supported by appropriate evidence).

(6) Where a Supervisor determines that a staff member meets one or more of the eligibility criteria and that a salary loading may be appropriate in the circumstances, a recommendation must be submitted to the authorising officer that provides a clear and detailed justification for the loading. The authorising officer is responsible for ensuring that the recommendation sufficiently meets the salary loading criteria and requirements of this Policy, and is not obligated to approve a salary loading request.

(7) The relevant authorising officer for the approval of payment of a salary loading is prescribed in the [Register of Authorities and Delegations](#) (QUT staff access only).

(8) Where a staff member who is in receipt of a salary loading has their position reclassified or are promoted, the salary loading will cease as at the date of reclassification/promotion.

Performance

(9) During the term of the loading, the staff member's continued payment of the loading will be conditional on demonstrated performance towards achieving the articulated key performance objectives and measures and sustained high performance demonstrated in the execution of duties. Where it is determined that the staff member's performance does not meet these thresholds, the salary loading will cease to be paid.

Superannuation

(10) A salary loading will normally attract superannuation. University staff are encouraged to contact their superannuation fund to understand how the payment of a salary loading affects their contributions.

Misconduct/Serious Misconduct

(11) A salary loading may be suspended upon notification of allegations of potential misconduct/serious misconduct, and will cease where allegations of misconduct/serious misconduct have been substantiated in accordance with the provisions of the relevant Enterprise Agreement. Where it has been substantiated that no misconduct/serious misconduct occurred the salary loading will be reinstated and backdated to the suspension date.

Section 6 - Reporting

(12) The Vice-President (People) and Chief People Officer reports approved salary loadings to the Provost/Senior Deputy Vice-Chancellor and the Vice-Chancellor and President as appropriate and as required.

Section 7 - Exceptions to Policy

(13) The Vice-President (People) and Chief People Officer is authorised to approve variations to this Policy in exceptional circumstances. Any such variation will be recorded by Human Resources.

Section 8 - Delegations

(14) Refer to [Register of Authorities and Delegations](#) (VC175, VC191, VC192, VC193) (QUT staff access only).

Status and Details

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Effective Date	14th March 2023
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Policy Owner	Gillian Bromley Vice-President (People) and Chief People Officer
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