



THE UNIVERSITY OF SYDNEY

POLICY DOCUMENT

DISCRETIONARY SALARY SUPPLEMENTATIONS FOR ACADEMIC STAFF

For the definitions of terms used in this policy document refer to the Delegations of Authority. As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Faculty read also Graduate School of Business, Orange Agricultural College, Sydney College of the Arts, Sydney Conservatorium of Music or Administrative Unit; to Head read Head of Department / School / Unit; to Dean read also Director, College Principal, Deputy Principal, Registrar or University Librarian; and to Pro-Vice-Chancellor, within Administrative Divisions, read also appropriate Deputy Vice-Chancellor.

Overview

This policy document defines the policy and procedures to be followed in the payment of discretionary salary supplementations to academic staff. This policy does not cover responsibility loadings.

Policy

A discretionary salary supplementation may be paid to new or existing members of staff to assist the University to recruit and retain high calibre academic staff.

A discretionary salary supplementation may be paid

- to staff appointed to provide or who are providing significant academic leadership of the kind that enhances the University's international research standing and reputation.
- on specific grounds, where there is evidence of difficulty in recruiting by virtue of competing market pressures or particular disciplinary considerations.

Recommendations for salary supplementations

- of up to 33.3% of the award rate may be approved by the Pro-Vice-Chancellor.
- of up to 50% of the award rate may be approved by the Deputy Vice-Chancellor (Academic and Staffing).
- exceeding the equivalent of 50% of the award rate may be approved (in exceptional circumstances only) by the Vice-Chancellor.

Characteristics of Salary Supplementations

- Approved salary supplementations will be paid as a percentage proportion of the base award salary (Levels A-E) paid at the time of approval to the academic staff member.
- A salary supplementation will not vary during the period of its approval in relation to movements in base award rates determined through enterprise bargaining.
- Discretionary supplementations will not affect the substantive level of appointment of the staff member.
- A salary supplementation is an annual lump sum amount which, for convenience purposes, is paid in 26 fortnightly instalments throughout the year. It is not payable on termination, as pay in lieu of annual leave or long service leave, pay in lieu of notice or in redundancy situations.
- A salary supplementation will not be used for the calculation of superannuation. However an individual staff member may elect to package some or all of the salary supplementation into a superannuation fund pre- or post-tax.

Governing principles

- The University is committed to appointing high-calibre academic staff with a strong commitment to excellence in teaching, research, scholarship, creative and artistic work, administration, service to the profession and wider community, and academic leadership, or in those of the above areas as specified for the position.
- The University reserves the right to alter the terms of this policy without prejudice to any salary supplementations that may have been granted.
- All University policies and procedures comply with relevant legislative and award/ agreements conditions and are clear, concise, open and accessible to all staff.

Coverage

This policy covers all University of Sydney academic staff (excluding casual staff).

Implementation Issues

Presently approved discretionary salary loadings (including market loadings) will be honoured for the current period of their approval.

PROCEDURE**STEPS FOR THE PAYMENT OF A DISCRETIONARY SALARY SUPPLEMENTATION**

An outline of the required procedures for the payment of discretionary salary supplementations is detailed below.

Proposal1. Proposal to pay a discretionary salary supplementation

A recommendation is prepared, normally by the Dean, incorporating

- the quality of leadership being recognised in relation to the strategic goals of the relevant department and discipline
- the demonstrable need for a salary supplementation, determined variously by country comparisons, market or other competitive considerations and relating to evidenced difficulties in recruitment
- the amount of the proposed salary supplementation and the period during which it is to apply
- the basis for a review (eg relevant performance indicators) of the supplementation beyond the initial period of approval
- the budget source for the supplementation and any effect it may have on other activities within the academic unit
- any impact the supplementation may have on the recruitment of other academic staff, or the staffing profile, in the same disciplinary area, or other activities within the academic unit.

Approval2. Approval of a discretionary salary supplementation

The recommendation is forwarded to the Pro-Vice-Chancellor for approval, or via the Pro-Vice-Chancellor to the appropriate approving officer for approval (*as stated in the policy*).

If the recommendation is approved, the documentation is forwarded to the Personnel Services Team for processing

If the recommendation is not approved, the Pro-Vice-Chancellor should discuss the matter with the Dean.

Monitoring3. Monitoring

The Personnel Services Team will notify the Deputy Vice-Chancellor (Academic and Staffing) of the approved payment of a discretionary salary supplementation.
The Deputy Vice-Chancellor (Academic and Staffing) will maintain a confidential register for all individually approved salary supplementations.

BACKGROUND/CONTEXT

Context	<p>For the University of Sydney to achieve and maintain a position of a first-ranked, international research university, it must position itself to attract the most talented domestic and international students available and compete successfully for academic staff of the highest international calibre.</p> <p>Attracting high quality staff to the University will depend upon a number of factors, including international standing and reputation of the University, the quality of its students, the level of infrastructural support it can offer, the general working conditions within the University, and not least the attractions and disadvantages of working and living in a vibrant, multicultural but expensive coastal city.</p> <p>In recruiting and retaining staff, it may be necessary to consider paying additional remuneration by way of salary supplementation. This policy is designed to facilitate such considerations by establishing a policy within which senior officers are given discretion to propose and/or authorise a salary supplementation (other than responsibility loadings).</p>
Authority/ consultation	<p>This policy was drafted by the Professor D Anderson (Deputy Vice-Chancellor (Academic and Staffing)), following consultation with the Senior Executive Group (Professor G Brown (Vice-Chancellor), Professor J Kinnear, Professor K Eltis, Professor D Napper, Professor D Weisbrot, Professor J A Young) in conjunction with the Personnel Policy Unit (Ms J Deitch and Ms G Deakin), Ms C Clarke and Mr V Venaglia.</p>
Management Responsibility	<p>Deputy Vice-Chancellor (Academic and Staffing)</p>
Implementation Responsibility	<ul style="list-style-type: none"> • Pro-Vice-Chancellor (Employee Relations) • Pro-Vice-Chancellors (College)
Responsible Officers	<ul style="list-style-type: none"> • Deputy Vice-Chancellor (Academic and Staffing) • Pro-Vice-Chancellor (Employee Relations)
Dates	<p>Approval by Professor Derek Anderson Deputy Vice-Chancellor</p> <p>Date: 16.10.98 Original authorised copy held on University Policy (File number 128/0031/00066)</p> <p>Date of effect: 16.10.98 Proposed date of review: 30.9.2000</p>
References	<p>Policies, procedures etc which are now superseded by this document and its attachments</p> <ul style="list-style-type: none"> • Policy on Market Loadings for Academic Staff (Vice-Chancellor 27 September 1996) <p>Relevant industrial awards/agreements/acts</p> <ul style="list-style-type: none"> • University of Sydney (Academic Staff) Enterprise Agreement 1997 • Australian Universities Academic and Related Staff (Salaries) Award 1987 <p>Other related policies/references:</p> <ul style="list-style-type: none"> • Delegations of Authority (as approved from time to time) • Policy document on the appointment of all categories of academic staff (Academic Board 29.10.96) • Policy on the allocation and remuneration of administrative/managerial responsibilities of deans, faculty academic managers and heads of department (Acting Vice-Chancellor 14 March 1998)