



The University of Sydney

Policy Name:	Market-based salary loadings
Policy Number:	***
Approving Authority:	<i>Vice Chancellor</i>
Approval Date:	-
Contact Officer	<i>Personnel Services Team</i>

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, where this document refers: to area / Department read also School, Unit; to Head read Head of Department/School/Unit; and to Dean read Director/College Principal/Administrative area equivalent. For Pro-Vice-Chancellor (College) read also, as appropriate Deputy-Vice-Chancellor.

1. Policy

Market-based salary loadings may be paid where there is evidence of significant difficulty in recruiting and/or retaining staff due to competing market pressures.

Market-based loadings must firstly be approved for an area and then for a designated individual or position.

For market-based loadings to apply to an area approval must be obtained from the Vice-Chancellor.

For market-based loadings to apply to positions being advertised, or to the base salary of existing staff approval must be obtained from:

- the Pro-Vice-Chancellor (College)/Deputy Vice-Chancellor for loadings up to 35%
- the Vice-Chancellor for loadings exceeding 35%.

Formal review and approval of loadings must occur:

- annually for individuals/positions, and
- every two years for an area.

The full cost of the loading (salary and oncosts) is to be borne by the devolved financial unit.

2. Principles

- Each area must determine the appropriate "external market". This market may be defined in terms of the profession or discipline in the public and/or private sector.
- This policy does not seek to match the salaries paid in the external market but rather to narrow the gap between those salaries paid by the University and the external market.
- Market-based loadings may be approved for designated individuals or positions (not for a "class" of employee).
- The loadings will be paid fortnightly, and will be superannuable subject to the terms of the relevant superannuation scheme.
- The University reserves the right to alter the terms of this policy without prejudice to any market-based loading that may have been granted.

3. Coverage

This policy covers University of Sydney academic and general staff members (excluding casuals).

Procedures

4. Establishing the need for market-based loadings within an area

4.1 The Head may consult with members of the department and the Dean in evaluating the need for loadings within an area.

4.2 The Head or Dean will forward any recommendation through the Pro-Vice-Chancellor (College) to the Vice-Chancellor for approval. This recommendation must be supported by:

- evidence of recruitment and/or retention problems
- data, in particular relevant remuneration benchmarks, from external markets (including comparable universities)
- the proposed level of the loadings
- the proposed criteria for the determination of the amount of the loadings
- an account of the nature and outcome of the consultation that has taken place
- the projected costing and source of funding
- an assurance that the payment of the loading will not be detrimental to the effectiveness of the area.

4.3 The Vice-Chancellor will forward the determination via the Pro-Vice-Chancellor (College), to the Head and Dean, with a copy to the Pro-Vice-Chancellor (Employee Relations).

4.4 Each loading must be reviewed and approved every two years. The responsibility for initiating the review will be with the Head.

5. Approval of market-based loadings for individuals or positions

5.1 The Head will prepare a recommendation for a loading including a justification for the level, based on the criteria previously approved for the area. The Head will then forward this through the Dean to the appropriate authority for approval from:

- the Pro-Vice-Chancellor (College)/Deputy Vice-Chancellor for loadings up to 35%
- the Vice-Chancellor for loadings exceeding 35%.

The recommendation should be forwarded through the Pro-Vice-Chancellor (College).

5.2 The Head and Dean will be advised of the determination as appropriate, via the Pro-Vice-Chancellor (College).

5.3 The Head will forward the approval for loadings to the Personnel Services Team for action.

5.4 Each loading must be reviewed and approved annually three months prior to the end date. The responsibility for initiating the review will be with the Head.

6. Reporting and monitoring

Each December, the Pro-Vice-Chancellor (College) will provide a consolidated report of all the market-based loadings requested (approved or otherwise) via the Pro-Vice-Chancellor (Employee Relations), to the Vice-Chancellor.

Background/Context

Context

The University rescinded its 1996 Market Loadings Policy on 16 October 1998 with the approval of the Discretionary Salary Supplementation policy on the same date. However, the University experienced significant difficulties in the attraction and retention of high calibre academic and general staff in a number of areas especially information technology. These would not be covered by the Discretionary salary supplementation policy. A market based loading policy has been redrafted to cover staff in these circumstances.

Authority/ consultation

This policy has been drafted by the Pro-Vice-Chancellor (Employee Relations) in conjunction with the Personnel Policy Unit (Ms Jeannette Deitch, Ms L Schofield) and Mr P Moorhouse following consultation with the Senior Executive Group.

Management Responsibility

Pro-Vice-Chancellor (Employee Relations)

Implementation Responsibility

Pro-Vice-Chancellors (College)/Deputy Vice-Chancellor

Dates

Approval By
Professor K Eltis
Deputy Vice-Chancellor (Planning and Resources)

Date: 14 Septemeber 1999
Date of Effect: 14 September 1999

Signed Offical Copy held on policy file number: 128/0049/00001

Proposed Date of Review: December 2001 _____

References

Current relevant industrial awards/agreements

- University of Sydney General Staff Enterprise Agreement 1999-2002
- University of Sydney (Academic and Teaching Staff) Enterprise Agreement 1999-2002
- Tertiary Education Superannuation Scheme (TESS) - Superannuation Award 1988

Other Related policies/reference

- Delegations of Authority (Senate December 1998)
- Discretionary Supplementations for Academic Staff (1998) - currently under revision