Supplementary Payments Procedure

GOVERNING POLICY

This Procedure is made under the Remuneration and Benefits Policy (MPF TBC) (**Policy**). Terms used in this Procedure are defined in section TBC of the Policy.

SCOPE

This Procedure applies to all University of Melbourne (University) employees engaged on Continuing or Fixed-Term employment contracts.

PROCEDURE

Part 1 - Supplementary Payments

The University maintains consistent, transparent and compliant administration of all Supplementary Payments, to support employee attraction and retention through clearly governed mechanisms, aligned with market, role scope and performance.

1.1 Supplementary Payments categorisation

1.1.1 The University may provide Supplementary Payments to employees above:

a) Base Salary provided for in the University's Enterprise Agreement (EA) and/or payments that are additional to, or separate from, EA entitlements
b) Fixed Annual Remuneration (FAR), for non-EA employees

1.1.2 Supplementary Payments are categorised as follows:

a) Committed Additional Payments: payments approved for a defined fixed period, typically linked to specific circumstances, with continuation contingent on formal periodic review and subsequent approval at defined intervals
b) Discretionary Payments: ad hoc one-off payments that may be granted at the University's discretion, typically exceptional in application (e.g. bonuses, retention payments, or other non-recurring payments)
c) Other Conditional Payments: other payments as outlined in the EA, or as otherwise may be applied from time to time for non-EA employees - a detailed summary of these payment types is included in Schedule B of the Supplementary Payment Procedure

1.1.3 All supplementary payments must be agreed in writing between the University and the employee before the payment comes into effect

1.1.4 Supplementary Payments that are payable in addition to, or separate from, EA entitlements or FAR must not be indexed and are typically subject to meeting performance expectations

1.1.5 Supplementary Payments are applied on a pro-rata basis, with the exception of the Melbourne Laureate Professor and Redmond Barry Distinguished Professor loading.

1.1.6 For the avoidance of doubt, no payments can be made to consulting or equivalent accounts.

DRAFT

Part 2 - Committed additional payment

Committed additional payments must have a fixed duration, are reviewed regularly and may be renewed at the University's discretion following review unless otherwise specified in this Procedure. Renewal depends on, but is not limited to, the achievement of performance expectations and may be discontinued where such expectations are not met.

2.1 Market/Attraction Loading

2.1.1 The University may offer a Market/Attraction loading. There are critical still requirements or retention risks.

2.1.2 The Remuneration and Benefits team must be consulted to advise on the endorsed current market benchmarks and recommend the appropriate quantum of the loading

2.1.3 A Market/Attraction loading request must not exceed two years and must be reviewed regularly, at minimum reviewed annually.

2.2 Head of Department/School Loading (EA Employees)

2.2.1 Employees performing Head of Department/School (HoD/S) roles may be eligible for a HoD/S loading, dependent on the department size, budget dimensions and scope. The HoD/S loading is calculated as a percentage of Base Salary.

2.2.2 The HoD/S loading is only applicable for employees in the HoD/S role for a period exceeding six months.

2.2.3 An employee acting in HoD/S position for a period less than six months may receive 50 per cent of the HoD/S loading.

2.2.4 The HoD/S loading only applies to University approved departments and schools.

2.2.5 HoD/S loadings are typically limited to a duration not exceeding five years and such appointments are subject to annual performance reviews.

2.3 Additional Responsibilities Loading

2.3.1 Academic employees, appointed to Faculty leadership roles, such as Deputy or Associate Dean, may be eligible for an Additional Responsibilities loading while performing relevant responsibilities, subject to approval by the Dean.

2.3.2 Each respective Faculty is responsible for determining the duration of any additional responsibility loading, typically for a duration not exceeding 12 months.

2.3.3 Professional employees may receive this loading where additional responsibilities are temporary, do not exceed 12 months and the responsibilities are not covered by section 2.4 or Part 3 of this procedure.

2.4 Higher Duties

2.4.1 The EA makes provision for payment to UOM 9 and UOM 10 professional employees who perform higher duties for no more than six months in a Senior Manager role, at the appropriate quantum as outlined in the EA.

2.4.2 Professional employees classified at UoM 1 to UoM 9 may also temporarily act in and paid at, a higher classified position set out in the EA.

DRAFT

2.4.3 Non-EA employees may be eligible to receive a Higher Duties payment.

2.4.4 Additional information on Higher Duties is available in the Out-of-Cycle Remuneration Adjustments Procedure (MPFXXXX).

2.5 Laureate Professor Loading

2.5.1 The criteria and process for the title of Laureate Professor award are outlined in the Melbourne Laureate Professor Guidelines.

2.5.2 An appointee is eligible to receive a temporary allowance, subject to the terms and conditions outlined in the guidelines.

2.6 Redmond Barry Distinguished Professor Loading

2.6.1 The eligibility criteria to award the title of Redmond Barry Distinguished Professor are outlined in the Redmond Barry Distinguished Professor Guidelines.

2.6.2 An appointee may be eligible to receive a temporary loading, subject to the terms and conditions outlined in the guidelines.

2.7 Academic board role holders

2.7.3 The President of the Academic Board will receive an annual loading for the duration of the Board appointment .

2.7.4 The Vice President (**VP**) of the Academic Board will receive an annual loading for the duration of the VP appointment.

2.7.5 All Academic Board Role Holders are subject to the governance and appointment terms as set by the University Council.

Part 3 - Discretionary Payments

The University may make one-off payments at its discretion. Such payments are considered Qualifying Earnings (QE) for the purposes of superannuation legislation. Payments include bonuses, retention payments, or other one-off single payments.

Part 4 - Other Conditions Payments

Other Conditional Payments may be granted to employees. Such payments mostly comprise entitlements under the EA that may arise when particular conditions are met or other such payments for non-EA employees.

Superannuation treatment varies depending on whether the payment forms 'Salary' for the purpose of the EA.

4.1 On-Call loadings

4.1.1 This On-Call section of the Procedure does not alter any EA entitlements for 'Trades and Services' staff.

4.1.2 On-Call loadings may be made available for PASO employees that are classified from UoM 1 to 10 who meet the following definitions:

DRAFT

a) Professional services employees (e.g., information technology, student wellbeing)
b) Support services employees (e.g., security, cleaning, facilities)

4.1.3 Supervisors cannot request employees to perform normal work duties and employees are not permitted to perform normal work duties on-call. Work performed on-call must be essential or urgent in nature to the operations of the University, to the extent that the work must be performed at that time and cannot be delayed. Approval in writing by a Level 2 Delegate or above is required.

4.1.4 Examples of such work include: critical IT recovery, or security services, urgent facility maintenance or essential research or animal care activities

4.1.5 On-Call loadings shall apply to PASO employees as defined in the EA and in positions classified at UoM Level 1 to 10 and who must be available and participate in the University's voluntary 24/7 roster system. The 24/7 roster system applies in relation to essential University services that are required to be maintained outside the ordinary hours of work.

4.1.6 An On-Call loading is paid for a minimum period of four hours (Minimum Period). If the Employee completes the duties required by the University within the Minimum Period, they are not required to remain at work for the full four-hour duration. However, the Minimum Period is inclusive of any subsequent call back within the Minimum Period.

4.1.7 All standby (on-call) and call back rosters for both Trades and Services (under clause 3.22) and non-Trades and Services PASO staff (per above) must be arranged on principles of equity, to ensure that no single employee:

a) is on call every day, so rest days will need to be accounted for and actively managed by the supervisor
b) is prone to suffer an excessive number of call-outs relative to peers, so supervisors must use their discretion when designing rosters to distribute typically busier call-back times evenly amongst a team.

4.1.8 A transparent roster that reflects both above principles must be in place and agreed between the employee and supervisor before commencing any standing by shift

4.1.9 All non-Trades and Services PASO employees that qualify for on-call loadings and are not on standing by and call back under clause 3.22 of the EA (i.e, do not qualify as Trades and Services), call back will be paid as Additional Hours in line with the EA together any other overriding clause in this procedure or elsewhere and they shall be classified as an 'other PASO employee' for the purposes of the EA. The on-call loading will be paid as a loading and be no less than the sum the EA.

4.2 Other Conditional Payments

4.2.10 Other conditional payments are outlined in the EA and are subject to supervisor approval. These include but are limited to:

- Supplementary Academic Work
- Overtime for Professional employees as outlined in the EA
- Private motor vehicle allowance

4.2.11 These payments are specified in the EA.

DRAFT

RELATED DOCUMENTS

RESPONSIBLE OFFICER

Chief People Officer

IMPLEMENTATION OFFICER

Director Remuneration and Benefits

REVIEW

This procedure is due to be reviewed by [TBC - insert date not more than 3 years from date of approval].

DRAFT