Salary Loadings and Performance Payments Procedure

Section 1 - Purpose and Scope

(1) This Procedure outlines the processes at The University of Queensland (UQ) which underpin the conditions and application of the following arrangements:

a. Salary Loadings
b. Performance Payments.

(2) This Procedure applies to all UQ employees, excluding casual employees. Any exceptions are detailed in the relevant section.

Section 2 - Process and Key Controls

(3) Salary Loadings and Performance Payments will be paid in accordance with this Procedure, the Salary Loadings and Performance Payments Policy and the relevant provisions under the Enterprise Agreement.

(4) Arrangements must be processed through the Human Resources Division (HR).

(5) All remuneration at UQ will be undertaken in accordance with the principles outlined in the Equity, Diversity and Inclusion Policy and associated procedures.

Section 3 - Key Requirements

(6) An employee's job profile, job classification, remuneration and employment conditions will be agreed prior to the commencement of their employment, or change of their existing position, with UQ. Details of remuneration will be contained within the employment contract or any approved variations, in addition to entitlements where applicable under the Enterprise Agreement and/or under policy.

(7) Remuneration arrangements for employees who are not covered by the Enterprise Agreement will be outlined in the individual employment contract.

Part A - Salary Loadings

(8) Salary Loadings may be paid to continuing, fixed-term and research contingent funded employees.

(9) Salary Loadings may be paid to employees with specific skill sets or expertise, or in recognition of supervisory, management or project responsibilities, in addition to an employee's base salary, and are subject to approval per the Human Resources Sub-delegations Instrument.

(10) An employee in receipt of a Salary Loading at the date of ceasing employment with UQ will have the Salary Loading included as salary for the purposes of calculating any entitlements upon cessation of employment.

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Market Loading

(11) A Market Loading is subject to approval and may be paid to attract or retain highly skilled, experienced and high performing employees in a particular field or position, especially where the labour market conditions are limited.

Eligibility

(12) A Market Loading may be considered for certain appointments where one or more of the following criteria are met:

a. there is evidence of sustained difficulty in recruiting and/or retaining highly skilled and experienced employees in a particular field or position(s) as a result of market demand or competition; or
b. there is a significant strategic or operational advantage to UQ in attracting a candidate or retaining the services of the employee, and it is evidenced that the person would be able to command a higher remuneration from other employers.

(13) At all times, payment of a Market Loading is subject to satisfactory performance. The University may cease a Market Loading at any point in time based on Diminished or Unsatisfactory Performance by providing one month's written notice (or payment in lieu of notice).

Payment

(14) A Market Loading is an annual fixed amount paid pro-rata based on the employee's full-time equivalent (FTE). The fixed amount will not increase for the duration of the term of the loading (for example by CPI or Enterprise Agreement increase). A Market Loading may be payable for up to three (3) years for a continuing role and for the duration of fixed-term contract up to a maximum of five (5) years. The Market Loading is not superannuable but is subject to the superannuation guarantee legislation.

(15) A Market Loading does not impact the classification level of a position. Where an employee is receiving a historical loading, this will be considered a Market Loading and will be paid in accordance with their contract of employment.

Review

(16) The payment of a Market Loading must be reviewed by the employee's supervisor at least three months prior to the end date and annually as part of UQ's performance and development process. Payment of a Market Loading does not guarantee continuation of a Market Loading from its fixed end date.

(17) The Market Loading may be increased, decreased, maintained or, if appropriate, removed.

(18) The loading must be considered in line with the employee's fraction of employment and any changes to working arrangements.

(19) This review may include an assessment of the current labour market to determine if payment of the loading remains appropriate. The supervisor is responsible for submitting recommendations for approval in accordance with the Human Resources Sub-delegations Schedules.

(20) The employee should be advised of any change (including cessation) to the Market Loading in writing at least one month prior to the end date.

Management Loading

(21) A Management Loading is a fixed amount and is subject to approval and may be paid to compensate employees in positions with significant academic management or supervisory responsibility.

Eligibility

(22) Management Loadings are available to Academic employees in the following positions within UQ:

a. Deputy Executive Dean (where it is their sole role);
b. Associate Dean (Academic, Research, Indigenous Engagement, or External Engagement);
c. Head of School or Director of a Faculty Institute;
d. Deputy Head of School or Deputy Director of a Faculty Institute;
e. President of the Academic Board and Deputy President of the Academic Board; or
f. Any other role as authorised by the Chief Human Resources Officer.

Payment

(23) All Management Loadings will be paid on a per annum basis and pro-rated (if required). Where the appointee holds an overall full-time equivalent appointment with UQ, the Management Loading will not be pro-rated. All Management Loadings will be expressed as a fixed dollar amount in addition to base salary, may be payable for up to five (5) years and is superannuable in accordance with the superannuation guarantee legislation.

(24) A Deputy Executive Dean can be paid a maximum Management Loading of $60,000 per annum and pro-rated (if required).

(25) An Associate Dean can be paid a maximum Management Loading of $45,000 per annum and pro-rated (if required).

(26) The President of the Academic Board and Deputy President of the Academic Board can be paid a maximum Management Loading of $80,000 and $40,000 respectively per annum and pro-rated (if required).

(27) Management Loadings for Head of School, Director of a Faculty Institute, Deputy Head of School and Deputy Director Faculty Institute positions will be applied through a tiered system that considers the scale, complexity, and impact of each leadership role. The category a School or Faculty Institute falls into will be determined by the Provost, with maximum rates as follows:

Classification	Head of School / Director of Faculty Institute	Deputy Head of School / Deputy Faculty Institute Director
Category 1	$60,000	$20,000
Category 2	$45,000	$15,000
Category 3	$30,000	$10,000

Review

(28) The payment of a Management Loading will cease when the requirement to perform the management responsibility has ceased. The supervisor is responsible for submitting recommendations for approval.

Clinical Loadings

(29) A Clinical Loading is paid to eligible Academic Employees who have clinically related qualifications and may consist of the one of the following:

a. Clinical Loading – paid to medically qualified Academic Employees employed in (or funded by) the Faculty of Health, Medicine and Behavioural Sciences and who are responsible for patient care.
b. Para-clinical Loading – paid to medically qualified teaching and research academic employees or clinical

academic employees (Academic Level B – E) employed in a para-clinical discipline.

c. Pre-clinical Loading – paid to medically qualified teaching and research academic employees or clinical academic employees (Academic Level B – E) employed in a pre-clinical discipline.
d. Dental Loading - paid to qualified dental academic employees (Academic Level B – E) employed in the Faculty of Health, Medicine and Behavioural Sciences in the teaching of medical or dental students.

Eligibility

(30) A Clinical Loading will be payable to an academic employee who meets the following criteria:

a. the employee must be a registered medical practitioner in the relevant discipline in Australia; and
b. the employee teaches students in the Doctor of Medicine (MD) or other program requiring clinical input for the Faculty of Health, Medicine and Behavioural Sciences or students in the School of Dentistry; and
c. the employee has a continuing commitment to hospital, health centre or general practice involving clinical responsibility of patient care on a regular basis, relevant to their duties with UQ. Occasional sessions in general practice does not qualify.

Payment

(31) A Clinical Loading is approved in accordance with the Human Resources Sub-delegations Schedules. The loading is expressed as a fixed dollar amount in accordance with the relevant amounts outlined in Schedule 2 of the Enterprise Agreement. A Clinical Loading is superannuable. Academic employees on part-time appointments will receive the loading on a pro-rata basis. This loading is payable during periods of approved Study Leave, Annual Leave and Long Service Leave.

State Supplementary Loading

(32) An additional State Supplementary Loading may be payable to academic employees who undertake public hospital clinical responsibilities. The amount payable shall be determined by the relevant Executive Dean in consultation with the Human Resources Division.

Approval for Salary Loadings

Market and Management Loadings

(33) The approval of a Salary Loading is in accordance with the Human Resources Sub-delegations Schedules following consultation with the Human Resources Division and is dependent on the amount of loading sought.

Loadings up to and Including 25% of Base Salary

(34) Salary Loadings that are individually or collectively a combined total of 25% of base salary or below are to be approved in accordance with the Human Resources Sub-delegations Schedules.

Loadings Exceeding 25% of Base Salary

(35) A recommendation must be submitted by the relevant Executive Dean/Institute Director/Head of Division (or equivalent) for prior endorsement before the recommendation is considered by the Vice-Chancellor in accordance with the Human Resources Sub-delegations Schedules where:

a. a loading exceeds 25% of base salary; and/or
b. the combined total of the loadings exceeds 25% of base salary.

(36) The Organisational Unit recommending the loading will be responsible for funding the loading. In exceptional

circumstances, Organisational Units may apply for central funding of the loading in part or in full.

Clinical Loadings

(37) A recommendation to pay a Clinical Loading must be made by the Head of School to the approver specified in accordance with the Human Resources Sub-delegations Schedules.

(38) Where other loadings are sought in combination with Clinical Loadings, additional approvals may be required in accordance with the Human Resources Sub-delegations Schedules.

Removal or Reduction of a Salary Loading

(39) The payment of a Salary Loading may decrease, cease or be adjusted for one or more of the following reasons:

a. upon conclusion of its term; or
b. [for Market Loading] the Authorised Officer determines that based on market indicators or operational requirements, a salary loading should cease or be reduced; or
c. where the supervisor assesses that the employee's performance is Diminished or Unsatisfactory following a performance review; or
d. the employee is promoted, their position is reclassified or moves to a different role.

(40) Except in the case of allegations of Misconduct/Serious Misconduct having been substantiated, as well as substantiated allegations of Gender-based Violence, where the decision of the relevant Senior Executive is final, the removal or reduction of a Salary Loading is considered in accordance with the Human Resources Sub-delegations Schedules. The decision to remove or reduce the loading will be final.

Part B - Performance Payments

(41) The University will take into consideration any substantiated allegation of Gender-based Violence a staff member has found to have been engaged in during their employment with in considering eligibility for any performance payment.

(42) There will be no appeal against the decision of the relevant Head to not recommend a performance payment to the Authorised Officer and there will be no appeal against the decision of the Authorised Officer to approve or not approve a recommended performance payment, whether discussed as part of the performance review or not.

Exceptional Achievement Payments

(43) Exceptional Achievement Payments (EAP) are a one-off payment for current eligible employees based on performance achievements within a specified performance cycle, typically the prior calendar year. These payments are treated separately to any contractual obligations.

(44) The EAP process is co-ordinated through the Human Resources Division, typically commencing at the conclusion of the Annual Performance and Development (APD) process. A recommendation for an EAP is made by the Head and/or supervisor (where required) in accordance with the Human Resources Sub-delegations Schedules.

(45) The EAP quantum, and measures of performance, is reviewed annually, to support the decision-making of leaders for nominated staff in their Division/Faculty/Institute.

(46) Once approved by the Authorised Officer, the employee will receive a letter confirming an EAP has been approved to be paid to them. An EAP is for a specified performance cycle and creates no obligation on UQ to make subsequent annual payments. A staff member cannot receive an EAP more than two consecutive times.

(47) In order to ensure compliance with superannuation legislative requirements, UQ applies the EAP in a lump sum payment to the employee, less the employer superannuation contribution in line with the requirements of the Superannuation Guarantee Legislation.

Highly Cited (HiCi) Academics Payment

(48) The University recognises the valuable contribution Highly Cited (HiCi) Academics bring to the University. This payment process is designed to recognise and reward that significant contribution.

Eligibility

(49) Staff will be eligible to receive a HiCi award payment for each calendar year that they are formally recognised on the recognised Clarivate list, subject to satisfactory performance and approval by the relevant Executive Dean/Institute Director. UQ must be the primary employer for the respective citation. The application of the Clarivate list as the eligibility criterion for HiCi payments is determined at the discretion of the Provost.

Payment

(50) A HiCi payment is a fixed amount of $20,000 and will be paid on a per annum basis, in-line with meeting eligibility requirements. The payment will not be pro-rated based on FTE. A HiCi payment is not superannuable unless required by the superannuation guarantee legislation.

(51) A staff member will receive a payment of $40,000 if they are listed on Clarivate's Highly Cited Researchers list in more than one instance for the relevant year.

Review

(52) The quantum of the HiCi payment will be reviewed by the University Senior Executive Team and Chief Human Resources Officer every three (3) years.

Academic Distinction Payment

Eligibility

(53) An Academic distinction payment recognises academic staff members who have attained membership of an Australian Academy recognised by the Australian Council of Learned Academies and the Higher Education Support Act 2003 (Cth).

(54) Membership to one of these academies must be attained while already a staff member at UQ.

(55) In exceptional circumstances, there may be equivalent memberships to international Academies which may be considered on a case-by-case basis. These must be endorsed by the relevant Executive Dean/Institute Director, with approval from the Provost.

(56) Approval of an exceptional case does not set a precedent for future payments.

Payment

(57) An Academic Distinction Payment is a one-time, fixed payment amount of $20,000, in-line with meeting eligibility requirements. The payment will not be pro-rated based on FTE. An Academic Distinction Payment is not superannuable unless required by the superannuation guarantee legislation. Memberships of subsequent Academies will not attract a further one-time payment.

Review

(58) The quantum of the Academic Distinction Payment will be reviewed by the University Senior Executive Team and Chief Human Resources Officer every three (3) years.

Section 4 - Roles, Responsibilities and Accountabilities

Authorised Officers

(59) Ensure all measures concerning salary loadings and performance payments are appropriately identified and managed in respect to approving such payments.

(60) Consider all applications in respect to this Procedure in a timely manner.

Heads of Organisational Units

(61) Ensure all measures concerning conflict of interest are appropriately identified and managed in respect to approving salary loadings and performance payments.

(62) Consider all applications in respect to this Procedure in a timely manner.

Supervisors

(63) Consider applications and undertake any reviews that impact upon remuneration of employees within required timeframes.

(64) Ensure that work performed by employees under their authority is in accordance with the employee's employment contract and within the experience and tasks expected of the employee's classification.

Employees

(65) Ensure all issues concerning conflict of interest are appropriately identified and managed in respect to claiming salary loadings and performance payments.

(66) Notify their supervisor of any circumstances which may prohibit the employee from performing their duties outlined in their employment contract.

(67) Apply for entitlements in accordance with the Enterprise Agreement and UQ policies and procedures.

Human Resources Division

(68) Ensure all HR processes comply with the requirements of the Salary Loadings and Performance Payments Policy and this Procedure.

Section 5 - Monitoring, Review and Assurance

(69) The Chief Human Resources Officer is responsible for continuous monitoring on the effectiveness, application and improvement of this Procedure. Payments paid to employees are monitored, reviewed and quality assured in accordance with legislative requirements and UQ's policies and procedures.

(70) The dollar value of Management Loadings as prescribed in this Procedure will be reviewed by the University Senior Executive Team and Chief Human Resources Officer every three (3) years.

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Section 6 - Recording and Reporting

(71) Recording and reporting for salary loadings and performance payments is completed in accordance with legislative and UQ requirements.

(72) HR is responsible for retaining records of salary loadings and performance payments in accordance with the Information Management Policy and the Privacy Policy.

(73) Transactions and approvals referred to in this Procedure are recorded in the relevant Human Management Capital System.

Section 7 - Appendix

Definitions

Term	Definition
Authorised Officer	The officer authorised to exercise the relevant HR power or function in accordance with the Human Resources Sub-delegations Schedules.
Enterprise Agreement	The University of Queensland Enterprise Agreement 2021-2026, or as amended or replaced.
Head of Organisational Unit	Management Level 4 (Group Manager) as outlined in the Human Resources Sub-delegations Schedules.
Human Resources Sub-delegations Schedules	Gives power and authority for approved positions to exercise decision making authority of HR related activities

Status and Details

Status	Current
Effective Date	21st May 2026
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Enquiries Contact	Human Resources Division

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