



## Additional Remuneration Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Remuneration and Benefits Policy](#)

[Staff Performance and Development Policy](#)

### 2. PROCEDURAL DETAILS

These procedures provide mechanisms to formally recognise and reward individuals for their skills, performance and/or outstanding contribution to their School/ Area and the University.

**2.1** As part of a School/Area's overall recognition and reward strategy, the payment of additional remuneration is designed to attract and/or retain outstanding individuals through:

- a) Personal loading;
- b) Market/Retention loading; or
- c) Accelerated Incremental Progression.

#### 2.2. Personal loading

A Personal loading is a payment in recognition of an individual's skills, performance and achievements.

2.2.1 A Personal loading may be:

- a) negotiated in the course of an offer of employment; or
- b) recommended by a Head of School/Area at any time.

2.2.2 A Line Manager may recommend a Personal loading to the Head of School/Area via the Personal loading/Market Retention form. The Head of School/Area forwards the recommendation to the relevant Executive Manager for approval. The recommendation and approval of a Personal loading includes:

- a) the term for which the Personal loading applies;
- b) a statement indicating the impact on the School/Area budget; and
- c) where applicable confirmation that the contribution made aligns with the individual's performance and career planning.

2.2.3. Once the Personal loading/Market Retention form has been fully approved by the Executive Manager, the form is forwarded to People and Culture for processing.

2.2.4 A Personal loading may be suspended by the relevant Executive Manager if an individual is subject to an unsatisfactory performance, misconduct or serious misconduct process as defined in the *Curtin University Academic, Professional/General Staff Agreement*. A Personal loading may be withdrawn by the relevant Executive Manager following a finding of unsatisfactory performance, misconduct or serious misconduct.

2.2.5 Unless otherwise specified in the contract of employment, the term for which a Personal loading applies may not exceed 12 months. Renewals may be available but will be subject to an annual satisfactory performance review and approval by the relevant Executive Manager.

#### 2.3 Market/Retention loading

A Market/Retention loading considers employment market drivers and is paid to attract and/or retain outstanding talent.

2.3.1 A Market/Retention loading is based on:

- a) an organisational need for the individual's knowledge and/or expertise, and actual or expected contribution;

- b) the strategic importance of the individual's position at the time;
  - c) the University's need to remain competitive in, and responsive to, the market; and
  - d) the demonstrable risk of not attracting or retaining a specific individual.
- 2.3.2 A Line Manager may recommend a Market/Retention loading to the Head of School/Area via the Recommendation for Occupancy (RFO) form for new employees or the Personal loading/Market Retention form for existing employees. The Head of School/Area forwards the recommendation to the relevant Executive Manager for approval. The recommendation and approval of a Market/Retention loading provides:
- a) a detailed rationale for the Market/Retention loading;
  - b) the term for which the Market/Retention loading applies; and
  - c) a statement indicating the impact on the School/Area budget.
  - d) For the purposes of retention, confirmation that the contribution made aligns with the individual's performance and career planning.
- 2.3.3 Once the RFO or Personal loading/Market/Retention form has been fully approved by the Executive Manager, the form is forwarded to People and Culture for processing.
- 2.3.4 A Market/Retention loading may be suspended by the relevant Executive Manager if an individual is subject to an unsatisfactory performance, misconduct or serious misconduct process as defined by the *Curtin University Academic, Professional/General Staff Agreement*. A Market/Retention loading may be withdrawn following a finding of unsatisfactory performance, misconduct or serious misconduct.
- 2.3.5 Unless otherwise specified in the contract of employment, the term for which a Market/Retention loading applies may not exceed 12 months. Renewals may be available but will be subject to an annual satisfactory performance review, employment market drivers at the time and approval by the relevant Executive Manager.

## **2.4. Accelerated Incremental Progression**

- 2.4.1. A Line Manager may review the existing salary point for an individual based on their skills and achievements. Provided the staff member has successfully completed their probationary period, the Line Manager may recommend that they be accelerated to a higher point within the salary classification applicable to the position.
- 2.4.2. The Line Manager forwards the recommendation for an Accelerated Incremental Progression to the Head of School/Area for approval. The recommendation will include a detailed rationale supported by the following:
- a) evidence of achievements against the agreed Performance and Career Planning (PCP) objectives;
  - b) an evaluation of the performance and skills of the individual relative to the higher salary point being recommended; and
  - c) a statement indicating the impact on the School/Area budget.
- 2.4.3 Where the line manager is also Head of School/Area or Executive Manager, the Head of School/Area or Executive Manager has the authority to recommend and approve the Accelerated Incremental Progression.
- 2.4.4 The higher salary point becomes the staff member's new substantive salary, and a new future incremental date is determined.
- 2.4.5 An Accelerated Incremental Progression may only be initiated once for any individual staff member within a 12-month period.

## **2.5. Payment processes for additional remuneration**

- 2.5.1. All payments of Personal loadings and Market/Retention loadings are authorised via a Recommendation for Occupancy, or the Personal Loading/Market Retention form and processed by People and Culture.

- 2.5.2. Personal loadings and Market/Retention loadings are not considered superannuable unless the provisions of the superannuation fund or superannuation legislation provide for such treatment.
- 2.5.3. The payment of additional remuneration to an individual must take into account legislative requirements such as superannuation, taxation and any Fringe Benefit Tax (FBT).
- 2.5.4 Any current short-term incentive or at-risk components of salary (e.g., performance bonus) will continue in line with an individual's contractual arrangements.

**3. RESPONSIBILITIES**

Responsibilities are as set out in section 2.

**4. SCOPE OF PROCEDURES**

- 4.1. These procedures apply to fixed-term and continuing academic and professional/general staff.
- 4.2. These procedures do not apply to:
  - a) casual and sessional staff;
  - b) visiting or adjunct academics;
  - c) Executive Managers and Senior Managers whose positions are not covered by the Staff Enterprise Agreement (with the exception of their role as approvers)

**5. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

**6. SCHEDULES**

*Nil*

**7. RELATED DOCUMENTS/LINKS/FORMS**

- [Personal Loading/Market Retention Form](#)
- [Accelerated Increment Form](#)
- [Performance and Career Planning \(PCP\)](#)
- [Academic Capability Framework](#)
- [Diversity & Equity Policy](#)
- [Discrimination and Harassment Prevention Procedures](#)

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<b>Approval Authority</b>	Chief People Officer
<b>Review Date</b>	1 <sup>st</sup> April 2026

## REVISION HISTORY

Versions	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	17/05/2012	Vice President, Corporate Services	EM1206	Conditional upon PMC rescinding the current Payment of Additional Remuneration Policy and Procedures at its 29 May 2012 meeting (resolution PMC 51/12)
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	21/07/2014	Director, Legal and Compliance Services		Links Updated
	Administratively Updated	20/04/2015	Director, Legal and Compliance Services		Director, Human Resources changed to Director, People and Culture
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Approved	09/10/2017	Chief Operating Officer	EM1724	Unconditional
	Approved	24/11/2022	Chief Operating Officer	EM2226	Unconditional