



Title:

Guidelines on Above Salary Payments to Academic Staff

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Short description	Guidelines on recommending or determining payments above ordinary salary for academic staff.
Relevant to	Academic staff
Approved by	Deputy Vice-Chancellor (Academic)
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Responsible office	Division of Human Resources
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Related University documents	Policy on Standards, Expectations and Qualifications of Academic Staff CSU Code of Conduct Conflict of Interest Procedure Policy for Outside Professional Activities Procedure for Outside Professional Activities Intellectual Property Policy Personal Allowances Policy Personal Allowances Procedure
Related legislation	
Key words	guidelines, above salary payments, outside professional activities, teaching, workload, casual teaching, academic staff

1. PURPOSE

These guidelines set out Charles Sturt University's (CSU's) expectations when Heads of School and Deans recommend payments to academic staff, which are above their ordinary salary.

2. SCOPE

- 2.1. These guidelines apply to full-time academic staff employed by CSU on a continuing or fixed-term basis.
- 2.2. For academic staff with a fractional appointment, work that is above load would be undertaken outside the fraction on either a casual basis or through an increase in the fraction.

3. DEFINITIONS

The following definitions apply in these guidelines:

- (a) **“Ordinary salary”** refers to the total remuneration that a staff member is entitled to receive for performing his/her ordinary hours of duty. It does not include overtime, penalty rates, shift allowances, special rates, other allowances or any other payment of a like nature.
- (b) **“Above salary”** refers to payment to which a staff member is entitled for approved responsibilities that exceed expectations for his/her current level of appointment or are in addition to his/her total allocated workload. Such payment is in addition to the staff member's ordinary salary.
- (c) **“Full load”** refers to the total allocated workload of a full-time academic staff member, as agreed annually by the Head of School or supervisor in accordance with the School's workload policy. The full workload includes a range of academic activities such as research or professional activities, academic administration and teaching.
- (d) **“Above load”** refers to work that is undertaken by an academic staff member in addition to his/her total allocated academic workload. This additional work requires the attestation of the Head of School or supervisor that the work will be “above load”, and approval by the Deputy Vice-Chancellor (Research) or Deputy Vice-Chancellor (Academic).

4. PRINCIPLES

- 4.1. Opportunities for paid work that is above load are not able to be interpreted as a form of patronage or special favour. There is open and equitable access to such opportunities.
- 4.2. Engagement in paid work that is above load is defensible in terms of the staff member's expertise.
- 4.3. Work that is above load does not conflict with or impede a staff member's responsibilities to the University.
- 4.4. When making a decision about approving work that is above load, the following issues are taken into consideration:

- (a) work that is above load should not prejudice health or safety because, for example, of its scale or time demands; and
- (b) work that is above load is of a standard and kind that is likely to enhance the academic and professional status of the staff member and CSU.

4.5. All decisions concerning payments that are above ordinary salary are transparent, equitable and defensible.

5. TYPES OF ABOVE SALARY PAYMENTS

Three (3) types of payments above ordinary salary are available to academic staff:

- (a) payment of personal allowances;
- (b) payments under the Outside Professional Activities (OPA) Policy; and
- (c) payments to undertake additional teaching duties within CSU.

6. PAYMENT OF PERSONAL ALLOWANCES

6.1. Personal allowance payments are most commonly made where a staff member undertakes responsibilities beyond those expected at his/her current level of appointment. This is called a responsibility allowance.

6.2. Personal allowances are funded from within the salary budget of the Faculty/Division. No additional funding is provided from central funds.

6.3. For further information, see the Personal Allowances Policy and Procedure.

7. PAYMENTS UNDER THE OUTSIDE PROFESSIONAL ACTIVITIES (OPA) POLICY

7.1. Payments may be made under CSU's OPA Policy to an academic staff member for undertaking outside professional activities that are related to his/her professional expertise, conducted on behalf of CSU, and in addition to his/her total allocated workload.

7.2. Where a Head of School or supervisor recommends payment for an academic staff member to undertake a CSU outside professional activity in addition to his/her total allocated workload, then the following conditions must be taken into consideration.

- (a) The Head of School or supervisor checks and attests that the staff member has and will maintain a total allocated load across the range of academic activities, not just teaching. In addition, he/she keeps appropriate records of load and work undertaken to demonstrate that the staff member has maintained a full load.
- (b) If the Head of School or supervisor does not consider that the academic staff member is able to maintain his/her total allocated workload while undertaking a CSU outside professional activity, then the Deputy Vice-Chancellor will not approve the activity as "above load".

- (c) Under no circumstances should a Head of School attest to his/her own workload. Applications by Heads of Schools to undertake a CSU outside professional activity are to be forwarded to the relevant Dean for consideration and recommendation.
- 7.3. Payments to an academic staff member for undertaking CSU outside professional activities in addition to his/her total allocated workload are to be made in accordance with the Schedule of Charges and disbursement of income for outside professional activities. Such payments are in addition to the staff member's ordinary salary.
- 7.4. For further information about payment for CSU outside professional activities, see the OPA Policy and Procedure.

8. PAYMENTS FOR ADDITIONAL TEACHING DUTIES WITHIN CSU

- 8.1. Where the Head of School approves payments for an academic staff member to undertake additional teaching duties, such as marking or moderating, or for the additional employment of a current academic staff member on a casual basis, the following conditions must be taken into consideration.
- (a) Academic staff require written approval of their Head of School to undertake additional teaching duties, whether in their own School or for another School or Faculty of the University.
 - (b) Payments above ordinary salary are only appropriate where additional teaching duties are above a total allocated academic load, not just a teaching load.
 - (c) The Head of School checks that the staff member has and will maintain a full load across the range of academic duties, and keeps appropriate records of load and work undertaken to demonstrate that the staff member has maintained this load.
- 8.2. Where additional paid teaching duties involve **casual employment**, then the following conditions apply in addition to those set out in 8.1.
- (a) The engagement for casual teaching is documented using casual employment forms.
 - (b) Casual teaching is remunerated at the established casual teaching rates for the activities undertaken.
 - (c) The Head of School records reasons, including possession of relevant qualifications, for the decision to engage a staff member on a casual basis.
 - (d) It is a breach of the University's Conflict of Interest Policy for a Head of School to engage himself/herself to undertake additional casual work or to propose himself/herself for such work.

Table of amendments

Version number	Date	Short description of amendment