

University of South Australia



**OFFSHORE TEACHING  
REMUNERATION  
GUIDELINES**

**Human Resources Unit**

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# UNIVERSITY OF SOUTH AUSTRALIA

## GUIDELINES ON OFFSHORE TEACHING REMUNERATION

### 1. APPLICATION

These Guidelines apply to academic staff (excluding casuals) employed in accordance with:

- 1.1 The University of South Australia (Academic and Professional Staff) Collective Agreement 2006.
- 1.2 The Senior Staff Collective Agreement 2006.
- 1.3 An Australian Workplace Agreement (AWA) where this provision exists.

These Guidelines do not apply to University staff permanently residing offshore.

### 2. OVERVIEW

The Offshore Teaching Remuneration Guidelines reflect the current endorsed practice of the University of South Australia.

The purpose of these guidelines is to:

- provide direction on the remuneration of staff members engaged in teaching offshore, and
- assist in the administration and management of offshore teaching payments.

The University recognises:

- the importance of the work done by academic staff teaching overseas and the challenging nature of delivering high quality education in offshore locations, and
- the highly competitive nature of some offshore markets and the importance of maintaining profitability for the University as a whole and for individual Schools which are reliant on this income.

Reimbursement of payments made in relation to expenditure for offshore travel is covered under the [University Travel Guidelines](#).

### 3. DEFINITIONS

**Teaching** – includes delivery of a course and all teaching related activity.

**Complete course delivery** – is the teaching of a course to one cohort of students. In some instances this may involve staff travelling offshore on more than one occasion. In cases where staff members share the course delivery, the total within workload payment should not breach the \$2,000 limit.

### 4. GUIDELINES

- 4.1 Academic staff members engaged in teaching offshore as part of a recognised University academic program are required to follow these guidelines unless exemption is granted by the Vice Chancellor or nominee.
- 4.2 All position descriptions and performance plans for academic staff engaged in teaching offshore should reflect the responsibility associated with the offshore programs.
- 4.3 Within each work area (usually School) there will be a consistent application of the workload formulae to onshore and offshore teaching.
- 4.4 Teaching offshore must, where practicable, be conducted within workload.

## **5. OFFSHORE TEACHING PAYMENT RATES**

- 5.1 The payment rate applicable to offshore teaching will be established by the relevant Pro Vice Chancellor/Executive Director.
- 5.2 The payment rate will be subject to annual review at the local level with reference to past practices.
- 5.3 It is recognised that there will be variations across the University based on, for example, the profitability of programs and on previous patterns of remuneration for offshore teaching.
- 5.4 The maximum payment rate for teaching within workload will be \$2,000 for each complete course delivery.
- 5.4 The Human Resources Unit will be responsible for reporting offshore teaching payment rates applicable to each Division/Portfolio to the Senior Management Group on an annual basis.

## **6. OFFSHORE TEACHING PAYMENTS**

- 6.1 Any payments for offshore teaching as defined in Clause 3 will be at the discretion of the relevant Pro Vice Chancellor/Executive Director.
- 6.2 Payments in relation to offshore teaching will be payable in addition to the staff member's salary, applicable allowances and any reimbursement allowable under the [University Travel Guidelines](#).
- 6.3 It is preferred practice that offshore teaching payments will be made through the payroll system. Where payments are transferred to a University fund the staff member foregoes the right to have this money paid as salary at a later date. Expenditure from that fund must be in accordance with the relevant finance policy and guidelines.
- 6.4 Payments for offshore teaching may be applied in the following circumstances:
  - (a) Within workload payment
    - Payment may be offered to staff to teach offshore as part of their normal workload.

(b) Above workload payment

- Payment may be offered where presentation offshore above workload is unavoidable.

6.5 The Human Resources Unit will be responsible for providing the Senior Management Group with concise reports on offshore teaching payments on an annual basis.

## 7. OTHER CONDITIONS

### 7.1 Superannuation

Offshore teaching payments paid through the University payroll system will attract a University superannuation contribution, which will differ depending on the staff member's superannuation fund.

For staff members who belong to an employer sponsored superannuation fund (i.e. UniSuper Defined Benefit Division/Accumulation 2 or Super SA Pension/Lump Sum Scheme) the University will contribute the Award payment of 3%. For all other staff, the University will contribute the required Superannuation Guarantee payment (currently 9%) to the UniSuper Accumulation 1 Division.

<http://www.unisa.edu.au/hrm/employment/remuneration/superannuation/super.asp>

### 7.2 Salary Sacrifice Payments to Superannuation

Offshore teaching payments that would otherwise be paid as salary, may be salary sacrificed into the staff member's superannuation fund. Acceptance of this arrangement is dependent on the rules of the staff member's superannuation fund.

If the staff member wishes to salary sacrifice the payment to their superannuation fund a Superannuation Salary Sacrifice Agreement One-off Payments form must be completed and lodged with the University's Superannuation Consultant prior to the commencement of the offshore teaching activity.

## 8. RESPONSIBILITIES AND/OR AUTHORITIES

The Vice Chancellor, on application from the relevant member of the Senior Management Group, may approve an exemption to the application of these guidelines.

Responsibility for the application of these guidelines rests with the relevant Pro Vice Chancellor/Executive Director.

Heads of Schools/Research Institute Directors/other relevant Managers, in negotiation with the staff members concerned, are responsible for the organisation of offshore teaching workload.

## 9. CROSS REFERENCES

University of South Australia Industrial Instruments (as amended or replaced)  
Remuneration and Reward Policy HR-28.0

Salary Sacrifice Guidelines and Conditions  
University Travel Guidelines  
Vice Chancellor's Authorisations  
Professional Development Fund (PDF) Guidelines are currently being developed

**10. FURTHER ASSISTANCE**

Management and staff may seek further advice about offshore teaching remuneration from the Remuneration Team in the Human Resources Unit.

## OFFSHORE TEACHING REMUNERATION

### ADMINISTRATION PROCEDURES

These procedures are in accordance with the Offshore Teaching Remuneration Guidelines, and the Remuneration and Reward Policy HR-28.0 and associated guidelines.

### EMPLOYMENT STATUS OF STAFF MEMBER

The staff member's employment status must be checked on UniSAinfo prior to the completion of the payment forms. If this information is not available on UniSAinfo, please contact your local HR Officer or Payroll Services to confirm the employment status.

### FORMS

The following form/s must be completed for offshore teaching payments to continuing and fixed term contract staff through the University payroll system:-

- HRIS 020 (a) – Offshore Teaching Within Workload Payment
- HRIS 020 (b) – Offshore Teaching Above Workload Payment

#### Estimated hours worked

- Completion of the field 'estimated hours worked' on the HRIS 020 (b) form for above workload payments is **compulsory** and should be as accurate as possible.
- The University is required to report this information to the Department of Education Science & Training.

(NB: These forms are not to be used to pay casual staff – refer to instructions below under 'Casual Staff')

The HRIS 020 forms are available on the Human Resources website under 'Forms for HR administrators': <http://www.unisa.edu.au/hrm/forms/admin.asp>.

### SALARY SACRIFICE PAYMENTS TO SUPERANNUATION

At the time the staff member enters into discussions about future offshore teaching, it is recommended that the staff member is made aware of the option to salary sacrifice future payments to their superannuation fund. Please refer the staff member to the University's Superannuation Consultant.

The following principles apply:

- It is the responsibility of the staff member to contact the University's Superannuation Consultant to obtain a Superannuation Salary Sacrifice Agreement One-off Payments form (HRIS 052).
- The staff member is only required to lodge one 'Salary Sacrifice Agreement One-Off Payments' form for the cycle of their continuous employment. The form will remain on the staff member's Payroll file and will inform future requests to salary sacrifice offshore teaching payments.

- Salary sacrifice to superannuation must be prospective; therefore a superannuation salary sacrifice agreement must be in place prior to the commencement of duties for which a future payment is to be made.
- When completing the HRIS 020 form/s, the staff member or nominee must indicate if the payment is to be salary sacrificed to superannuation, the amount to be sacrificed and the fund to which the payment is to be made.
- The Super SA Pension and Lump Sum schemes will not accept salary sacrifice payments.
- Acceptance of this arrangement is at the discretion of the University and the superannuation fund.
- For any further queries please contact the University's Superannuation Consultant on extension 22911 or by emailing: [superannuation@unisa.edu.au](mailto:superannuation@unisa.edu.au).

## **AUTHORISATION**

Offshore Teaching Within or Above Workload payment form/s (HRIS 020) will need to be authorised by:

- Head of School/Research Institute Director/other relevant Manager for payments that are within the payment rate that has been established by the relevant Pro Vice Chancellor/Executive Director.
- Vice Chancellor or nominee for payments that are above the established payment rate.

If a nominee signs the HRIS 020 form on behalf of the staff member, it is their responsibility to:

- let the staff member know the amount of the payment;
- seek payment instructions from the staff member with respect to salary sacrifice;
- advise the staff member that the HRIS 020 payment form has been forwarded to Payroll for processing, and,
- let the staff member know that the payment will normally be processed in the following pay period.

## **CASUAL STAFF**

Offshore teaching payments for casual staff must be paid through the Casual Administration System (CAS). NB: CAS must not be used for the offshore teaching payments for continuing and fixed term contract staff.

### Superannuation to casual staff

Payments to casual staff will only attract a University superannuation contribution if their monthly gross payment is \$450 or greater in a calendar month. This is in compliance with the Superannuation Guarantee Legislation. For casual staff who qualify for superannuation, the University will contribute 9% to the UniSuper Accumulation 1 Division.