



University of
South Australia

Procedure for Allowances

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APPLICATION

This procedure applies to staff employed in accordance with:

1. The University of South Australia (Academic and Professional Staff) Collective Agreement 2006.
2. The University of South Australia (Document Services) Collective Agreement 2006
3. The University of South Australia (Security and Grounds Staff) Enterprise Agreement 2008
4. Staff employed pursuant to an Australian Workplace Agreement (AWA).

OVERVIEW

This procedure reflects the preferred practice of the University and provides a guide to the application and management of allowances.

PROCEDURE

1. Higher Duties Allowance

A higher duties allowance (HDA) is paid to a staff member for undertaking whole or part of the duties of a position at a higher classification level. HDAs are intended to meet short-term workforce planning needs and should not be paid as an attraction or retention mechanism (refer to Market Allowance Guidelines) or for increased volume of work undertaken in the current position.

a) Academic Staff

- i) The payment of a HDA for academic staff is limited to course or program coordination and Acting Pro Vice Chancellor or Head of School or Research Centre and Institute Director.
- ii) Academic staff required to act in positions of Pro Vice Chancellor or Head of School or Research Centre and Institute Director shall receive a higher duty allowance after a period of two (2) weeks in the higher classified position. The allowance shall be 50% of the difference between their

existing salary and the minimum salary for the higher classified position. After a period of four (4) weeks in the higher classified position, the allowance shall be the difference between their existing salary and the minimum salary for the higher classified position.

- iii) Academic staff, at Level A Step 1–5, required to undertake full course coordination duties shall receive a HDA at Level A Step 6–8.
 - iv) Academic staff required to undertake full program coordination duties shall receive a HDA at Level C Step 1–6. Annual incremental adjustments will apply.
- b) Professional Staff, Grounds and Document Services Staff
- i) A cost centre manager (or nominee) may direct a staff member to temporarily perform higher duties other than some or all of the duties on which his or her classification is based.
 - ii) A cost centre manager shall authorise the payment of a HDA to staff members who, for more than five (5) consecutive working days, perform duties which form the whole or part of a more highly classified position.
 - iii) The HDA shall be the difference between the staff member's salary and the minimum salary paid in respect to the higher position. Where there is no difference, the staff member shall receive a HDA equivalent to the next highest salary paid in the higher position.
 - iv) A staff member required to undertake part of the duties of a higher classified position, shall be entitled to a proportionate amount of HDA which is equivalent to the time required to undertake the higher duties.
 - v) Higher duties shall normally be worked for a maximum period of six (6) months unless there is a definite end date already determined. Any extension of a period beyond six (6) months shall be subject to review by the cost centre manager.

The HDA may be superannuable depending on the rules of the staff member's superannuation fund. The staff member should seek further advice from the University's Superannuation Officer.

2. Meal Allowances

The following meal allowances and conditions will apply to all staff except Security and Ground Staff:

- a) For duty out of prescribed hours, the following provisions will apply:
 - i) Any staff member who by direction of the supervisor commences duty two (2) hours or more before the time prescribed for commencing duty or who remains on or returns to duty and works for two (2) hours or more after the time prescribed for ceasing duty may, where such additional duty necessitates taking a meal away from the staff member's place of residence, be reimbursed for the meal. The rate for meals other than an evening meal will be \$9.70 for all staff except Document Services staff,

who will receive \$9.50. The rate for an evening meal will be \$13.95 for all staff except Document Services staff who will receive \$13.65.

- ii) For those staff members working on an approved flexi-time basis which is different to the prescribed times the agreed commencing and ceasing times for those staff members may be substituted for the prescribed times. If there are no agreed times on a particular day when directed to commence early or remain or return to work then the prescribed times shall apply.
- b) Any staff member, who by direction of the division/school/unit manager is required to perform duties extending beyond a meal break on a Saturday, Sunday or public holiday on which a staff member would not normally be required to work and who is not entitled to payment for that meal break, may be reimbursed for the cost of each meal necessarily taken away from the staff member's place of residence. The rate for meals other than an evening meal will be \$9.70 for all staff except Document Services staff, who will receive \$9.50. The rate for an evening meal will be \$13.95 for all staff except Document Services staff who will receive \$13.65. A staff member shall not be paid meal allowances for Saturday, Sunday or Public Holiday work that is a normal feature of the staff member's employment.
- c) The meal allowances provided for in (a) and (b) above will not apply:
 - i) Where a division/school/unit supplies a meal (without charge) to a staff member.
 - ii) Where a division/school/unit supplies a meal for which a charge is made. The meal allowance payable to the staff member shall not exceed the amount charged by the division/school/unit for such meal.
- d) Meal allowances prescribed in these provisions may be paid in addition to any payment for overtime.
- e) Meal allowances shall be adjusted in accordance with the annual percentage change in the Consumer Price Index for Adelaide, for the preceding twelve (12) months ending in the September quarter. Any adjustments shall be rounded to the nearest 5 cents and be operative from the first pay period commencing on or after 1 November in that year.

3. Travel Allowances

Travel allowances shall be paid in accordance with the University's Travel Policy and Procedures. The University undertakes to review travel allowance quantum once every three (3) years. Travel allowances apply to all staff covered by these procedures.

4. Motor Vehicle Allowances

The following allowances and conditions apply to all staff covered by these procedures:

- a) No staff member is required under any circumstances to use their private vehicle for official purposes if they do not wish to do so.

- b) The payment of the allowance for the use of a private motor vehicle for purposes related to employment will only occur where approval has been given by the cost centre manager prior to the actual use of the private motor vehicle by the staff member.
- c) When University pool vehicles or Hughes cars are available, that transport is to be the first preference.
- d) Where a staff member has been given approval to use their private vehicle for official purposes, the staff member will be paid an allowance per kilometre travelled in accordance with the rates published by the Australian Taxation Office.

5. First Aid Allowance

The following allowances and conditions apply to all staff covered by these procedures except Security Officers:

- a) Where in the performance of their duties, a staff member is required to hold a current First Aid Certificate; the staff member will be given the opportunity to undertake an appropriate course to become so qualified during ordinary working hours (where such course is available during ordinary working hours). The University will reimburse the staff member the cost of acquiring such qualifications.
- b) Where a First Aid Officer agrees to renew their First Aid qualification, that staff member will be given the opportunity to undertake the retraining during ordinary working hours (where such course is available during ordinary working hours). The University will reimburse the staff member the cost of renewing the qualification.
- c) Where, in the performance of their duties, a staff member is required to hold a current First Aid Certificate or equivalent, and where such qualification(s) had already been attained prior to the requirement that such qualifications be held, the cost incurred in gaining the qualification(s) will not be reimbursed.
- d) A First Aid Officer will be paid a First Aid Allowance of \$22.45 per fortnight for all staff except Document Services staff who will receive \$21.90, provided that the officer is required to be able to perform those duties on at least six (6) days a fortnight.
- e) Staff members required to be able to perform the duties of a First Aid Officer for less than six days a fortnight will be paid an allowance calculated on a pro rata basis using the rate expressed in subclause d). This payment will be paid per hour for each hour worked or part thereof.
- f) The First Aid Allowance prescribed in subclause d) will be adjusted in accordance with the annual percentage change in the Consumer Price Index for Adelaide for the preceding twelve (12) months ending in the September quarter. Any adjustments shall be rounded to the nearest five (5) cents and be operative from the first pay period commencing on or after 1 November in that year.

6. On-Call – Professional Staff and Document Services Staff

The following procedures apply to professional staff and Document Services staff only who are rostered to be on-call.

- a) Staff who are rostered to be on-call will be paid an allowance in accordance with the following provisions:
 - i) All staff except Document Staff rostered to be on-call at night time will be paid an allowance of \$12.80 for each night. Document Services staff will be paid \$12.50.
 - ii) All staff except Document Staff rostered to be on-call during a full Saturday, Sunday or public holiday or any day that the staff member would normally be rostered off duty, will be paid an allowance of \$25.55 per day. Document Services staff will be paid \$24.90.
 - iii) The on-call allowance prescribed in these provisions will be adjusted in accordance with the annual percentage change in the Consumer Price Index for Adelaide for the preceding twelve (12) months ending in the September quarter. Any adjustments shall be rounded to the nearest 5 cents and be operative from the first pay period commencing on or after 1 November in that year.
- b) No staff member should be rostered or required to be on-call more frequently than a total of seven (7) days every fourteen (14) days. Any arrangements that would require a staff member to be on-call more frequently than this must only be introduced where the staff member concerned agrees.
- c) The frequency, duration, etc of being on-call is to be established through consultation with the staff members affected and if requested by the staff members or their representatives, having particular regard to Occupational, Health, Safety and Welfare considerations.
- d) Staff members who are on-call:
 - i) Must be contactable whilst on-call but will not be restricted to their residence;
 - ii) Will be provided with any equipment required for their work except where existing provisions or other agreed arrangements, which require staff members to provide their own equipment, are in place.
- e) Staff members classified below HEO9 will be entitled to payment for all time worked, with a minimum of three (3) hours paid, at overtime rates (or time off in lieu by agreement) when recalled to work necessitating their attendance at the workplace or other worksite.
- f) Staff members classified below HEO9 will be entitled to payment at overtime rates (or time off in lieu by agreement) for all time worked for work performed from home when on-call, provided that the total time spent working on any day and/or night is at least 30 minutes.

- g) The rate of pay to be used for calculating the payment for overtime worked in the circumstances described is a staff member's normal rate for overtime purposes.
- h) The cost centre manager may determine special arrangements where the particular circumstance of any case requires a different approach.
- i) Where such special arrangements are inconsistent with any of the provisions above, they will prevail over the provisions above to the extent of that inconsistency.
- j) Staff members who travel to work as a result of receiving a recall to work will be:
 - i) Reimbursed for use of a private motor vehicle for the journey to and from the workplace using the shortest, most practicable route (together with any parking fees); or
 - ii) Permitted to use a Hughes car/taxi at the employer's expense to travel to and from the workplace; or
 - iii) Permitted to use, when available, a University vehicle to travel to and from the workplace (with any parking fees to be reimbursed).

RESPONSIBILITIES AND/OR AUTHORITIES

Immediate supervisor

The immediate supervisor is responsible for facilitating the management and payment of staff allowances in accordance with this procedure.

Staff Member

All Staff are expected to manage their entitlement to staff allowances in accordance with this procedure.

The Human Resources Unit

The Human Resources Unit is responsible for the development and continuous improvement of these procedures.

CROSS REFERENCES

Market Allowance Guidelines
Performance Based Remuneration Guidelines

FURTHER ASSISTANCE

Management and staff may seek further advice from:

- Their immediate supervisor
- The designated HR officer/coordinator for their area.
- The Human Resources Unit
- The Human Resources website

Updated: August 2009