

## SALARIES, LOADINGS AND BENEFITS PROCEDURE (MPF1170)

### SCHEDULE C – LOADINGS

**Table 1: Department Sizing Model for Heads of Department Remuneration**

In recognition of their additional responsibilities, heads of department receive a total remuneration package over and above rates set out in [Schedule A – Academic Staff Salaries and Rates of Payment](#) based on the size of the department as follows:

Department Size	Academic Staff Numbers	EFTSU	Budget
Large	> 25 FTE	> 500	> \$5m
Medium	> 5 FTE	> 100	> \$1m
Small	5 or less FTE	100 or less	\$1m or less

For a department to be sized as medium or large, two of the three criteria in the table must be met.

The source of data is:

- **academic staff numbers:** the full time equivalent academic staff numbers reported by Themis as at 31 March (this does not include casual staff).
- **EFTSU:** the total department EFTSU (all sources) as reported by the Finance and Planning Group based on figures as at 31 March census.
- **Budget:** the department budget, including student fee income, as provided by the Finance and Planning Group.

**Tables 10 - 16** of this schedule list the current department/school sizes.

The sizing model is updated in April each year. The staff and student data in the model will be as at 31 March, the budget data will be based on the current year.

- If a department moves up in size an adjustment will be made to the head's remuneration effective from 1 April.
- If a department moves down in size the matter will be referred to the dean for a decision.
- If a change in one of the factors impacts in a department moving down a size, but it remains within 10% of the larger criteria, the remuneration arrangements may remain unchanged.

Heads will be informed in writing of any changes to their remuneration as a result of the review.

The package includes the employer superannuation component. As part of the package heads can elect to set their salary for superannuation at one of two levels:

- the minimum level is the salary rate set out in [Schedule A – Academic Staff Salaries and Rates of Payment](#) for their substantive classification
- the maximum level is the total remuneration figure divided by 1.17.

As a default heads will have their superannuation salary set at the minimum level.

**Table 2: Heads remuneration levels**

The following table lists the total remuneration package amounts for heads of department.

Department Size	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
Small	219,948	226,546	233,343	241,511
Medium	234,944	241,993	249,253	257,977
Large	249,941	257,439	265,163	274,444

Note: Professorial package is a Professor salary plus 17% employer superannuation and annual leave loading.

The salary to be used for termination and other purposes will be the total remuneration divided by 1.17.

**Table 3: Academic Board officers remuneration**

The President, Vice-President and the Deputy Vice-President receive a special remuneration package in recognition of the responsibilities associated with their office.

Academic Board Officers	01/05/2014	01/05/2015	01/05/2016	01/05/2017
	3% increase	3% increase	3% increase	3.5% increase
President Year 1	277,293	285,612	294,181	304,478
President Year 2	286,706	295,308	304,168	314,814
Vice-President	249,478	256,963	264,672	273,936
Deputy Vice-President	221,667	228,318	235,168	243,399

Their nominated assistants receive a loading in recognition of their additional responsibilities, see Tables 8 and 9 below.

**Table 4: Medical and dental loadings: clinical differentials**

Position	Clinical	Para-clinical	Pre-clinical
Medically qualified staff in medical departments	19,605	13,085	9,825
Qualified dental staff in dental or medical departments			9,825

**Table 5: Veterinary clinical centre out-of-hours consultancy loading**

The Veterinary clinical centre out-of-hours consultancy loading ranges from \$1,000 - \$2,000 p.a. (effective from 1 January 1991)

**Table 6: Service differential**

A superannuable loading is paid to Professors who had completed 13 years service as a Professor before 6 August 1990 and who were not in receipt of any other differential payment. As only one differential payment could be made the higher of the two was paid. This loading continues to be paid as a residual benefit to some academic staff, but is no longer being offered by the University.

The service differential is \$1659 p.a.

**Table 7: Loadings attached to specific positions**

Position	Loading
Director of Creswick	2,844 p.a.
Conciliator of Disputes	2,654 p.a.
Coordinator of Field Coordinator of Field Social Studies	1,469 p.a.
Clinical Superintendent, Veterinary Clinic and Hospital	4,740 p.a.

**Table 8: Loadings for executive assistants**

Loadings are not superannuable, are paid fortnightly as part of salary, are paid on annual and long service leave, but not included in termination payments.

Level	Point 1	Point 2	Point 3	Point 4
<b>Level A</b> - Payable only to the Executive Assistant of the Vice-Chancellor, Provost and Senior Deputy Vice-Chancellor	7,000 p.a.	8,500 p.a.	10,000 p.a.	12,500 p.a.
<b>Level B</b> - Payable only to the Executive Assistants of the Deputy Vice-Chancellors, Executive Directors and equivalents, and the Dean, Faculty of Medicine Dentistry and Health Sciences	5,500 p.a.	7,000 p.a.	N/A	N/A

Level	Point 1	Point 2	Point 3	Point 4
<b>Level C</b> - Payable only to the Executive Assistants of Chancellor, Pro-Vice Chancellors, Deans, President and Vice-President of the Academic Board, Directors and University Secretary.	1,500 p.a.	3,000 p.a.	4,500 p.a.	N/A

**Table 8a: Loadings for executive assistants**

\* Table 8a will replace Table 8 in respect of Executive Assistant appointments made under the Business Improvement Program People Transition Process.

Loadings are paid fortnightly as part of salary, are paid on annual and long service leave, but not included in termination payments.

Level	Point 1	Point 2	Point 3	Point 4
<b>Level A</b> - Payable only to the Executive Assistants of the Vice-Chancellor and the Provost.	7,000 p.a.	8,500 p.a.	10,000 p.a.	12,500 p.a.
<b>Level B</b> - Payable only to the Executive Assistants of Vice-Principals, the Head of University Services, Deputy Vice-Chancellors, Executive Directors and Deans.	5,500 p.a.	7,000 p.a.	N/A	N/A
<b>Level C</b> - Payable only to the Executive Assistants of the Chancellor, Pro-Vice Chancellors, President and Vice-President of the Academic Board, Directors and the University Secretary.	1,500 p.a.	3,000 p.a.	4,500 p.a.	N/A

**Table 9: Tasks associated with loadings for executive assistants**

Level	Point	Tasks
<b>A</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Personal assistant role</li> <li>Research and analysis</li> <li>Draft documentation and correspondence</li> <li>Extensive commitment which may not cross the normal span of hours</li> <li>Coordination role across the Senior Executive</li> </ul>
	<b>2</b>	<ul style="list-style-type: none"> <li>Signing of routine correspondence on behalf of the Vice-Chancellor</li> <li>Responding to correspondence without reference to the Vice-Chancellor</li> <li>Following up with Senior Executive staff on behalf of the Vice-Chancellor</li> <li>Public relations role that spans internal and external environs</li> <li>Networking - external to the University which allows for easier access to key industry and political contacts</li> <li>In depth knowledge of the University, its culture, governance and responsibilities</li> </ul>
	<b>3 &amp; 4</b>	<ul style="list-style-type: none"> <li>To be determined by the Vice-Chancellor</li> </ul>
<b>B</b>	<b>1</b>	<ul style="list-style-type: none"> <li>Personal assistant role</li> <li>Draft documentation and correspondence</li> <li>Research</li> <li>Extensive commitment which may not cross the normal span of hours</li> </ul>

	2	<ul style="list-style-type: none"> <li>• Research and analysis</li> <li>• Signing of routine correspondence on behalf of the senior officer</li> <li>• Responding to routine correspondence without reference to the senior officer</li> <li>• Liaison and follow up with officers of the University on behalf of the senior officer</li> <li>• Internal networking which ensures that the senior officer is briefed on relevant issues</li> <li>• In depth knowledge of the University, its culture, governance and responsibilities</li> </ul>
C	1	<ul style="list-style-type: none"> <li>• Personal assistant and/or taking on additional secretarial work because of the senior officer responsibility</li> <li>• Extensive commitment which may not cross the normal span of hours</li> </ul>
	2	<ul style="list-style-type: none"> <li>• Draft documentation and correspondence</li> <li>• Providing a holding response to correspondence without reference to the senior officer</li> </ul>
	3	<ul style="list-style-type: none"> <li>• Liaison and follow up with officers of the University on behalf of the senior officer</li> <li>• Good knowledge of the University, its culture, governance and responsibilities</li> <li>• Research</li> </ul>

## SIZE OF DEPARTMENTS/SCHOOLS

**Table 10: Arts**

Department	Size
Historical Studies	Medium
Asia Institute	Large
Culture and Communication	Large
Languages and Linguistics	Large
Philosophy, Anthropology and Social Inquiry	Large
Social and Political Sciences	Large

**Table 11: Business and Economics**

Department	Size
Accounting and Business Information Systems	Large
Economics	Large
Finance	Large
Management and Marketing	Large
Melbourne Institute of Applied Economic and Social Research	Large

**Table 12: Engineering**

Department	Size
Chemical and Biomolecular Engineering	Large
Civil and Environmental Engineering	Large
Computer Science and Software Engineering	Large

Electrical and Electronic Engineering	Large
Geomatics	Large
Mechanical Engineering	Large

**Table 13: Melbourne School of Land and Environment**

Department	Size
Resource Management and Geography	Medium
Agriculture and Food Systems	Large
Forest and Ecosystem Science	Large

**Table 14: Medicine, Dentistry and Health Sciences**

Department	Size
Radiology	Small
Surgery - St Vincent's Hospital	Small
Clinical and Biomedical Sciences	Medium
General Practice	Medium
Obstetrics and Gynaecology Royal Women's Hospital / Mercy	Medium
Ophthalmology Eye and Ear Hospital	Medium
Otolaryngology Eye and Ear Hospital	Medium
Physiotherapy	Medium
Rural Health	Medium
Surgery - Austin Health and Northern Health	Medium
Surgery - Royal Melbourne and Western Hospitals	Medium
Anatomy and Cell Biology	Large
Behavioural Science	Large
Biochemistry and Molecular Biology	Large
Dental Science	Large
Medicine - Austin Health and Northern Health	Large
Medicine - Royal Melbourne and Western Hospitals	Large
Medicine - St Vincent's Hospital	Large
Microbiology and Immunology	Large
Nursing	Large
Paediatrics Royal Children's Hospital	Large
Pathology	Large
Pharmacology	Large
Physiology	Large
Population Health	Large
Psychiatry	Large
Rural Clinical School	Large

**Table 15: Science**

Department	Size
Genetics	Medium
Optometry and Vision Sciences	Medium
Botany	Large
Chemistry	Large
Earth Sciences	Large
Information Systems	Large
Mathematics and Statistics	Large
Physics	Large
Zoology	Large

**Table 16: Veterinary Science**

Department	Size
Veterinary Science	Large

**REVIEW**

This schedule is to be reviewed by 28 February 2017.

**VERSION HISTORY**

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice-Principal	21 August 2012	21 August 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	Senior Vice-Principal	28 March 2013	28 March 2013	Updates to text under Table 3.
3	Executive Director, Human Resources	7 May 2013	7 May 2013	Updates to salary rates and payments in Tables 2 and 3 following a 2.5% administrative increase effective 27 April 2013.
4	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	30 May 2014	30 May 2014	Updated to include salary increases to 01/05/2017 in accordance with Enterprise Agreement 2013.
5	Vice-Principal Administration and Finance on behalf of Senior Vice-Principal	2 Oct 2014	2 Oct 2014	Table 8a added to replace Table 8 for Executive Assistant appointments made under the Business Improvement Program people transition process.