



**HUMAN RESOURCES
RECOMMENDATION FOR DISCRETIONARY ALLOWANCE**

(Performance Allowance, Bonus Payments, Attraction Allowance, Retention Allowance, Market Allowance)

For use when seeking to attract candidates with particular skills, retain employees, reward employees for outstanding performance or in response to market demand. Refer to [University Policy on Discretionary Allowances](#) and the individual allowance policies.

Work Area

Enquiries to Extension

SECTION 1 - EMPLOYEE DETAILS

Employee number Title Gender

Family name Given names

Position number Position Title Classification/Level

SECTION 2 - ALLOWANCE

Attraction Allowance \$ pa (see Section 3, point 1)

Retention Allowance \$ pa (see Section 3, point 2)

Market Allowance \$ pa

Start date End date (maximum of 3 years – new application required for further period)

Performance Allowance \$ pa (see Section 3, point 3)

Start date End date (maximum 1 year, or 2 years on approval of Standing Remuneration Committee)

Bonus payment (One off single payment) \$ (see Section 3, point 3)

Non pecuniary benefit – if the reward is to be granted in any way other than through the payroll system, please provide full details.

HUMAN RESOURCES
RECOMMENDATION FOR DISCRETIONARY ALLOWANCE (page 2)

SECTION 3 - JUSTIFICATION

Each application must be submitted with paperwork documenting the justification for the payment.
Please refer to Policy.

1. Attraction Allowance - copy of resume and selection report.
2. Retention Allowance - copy of verified offer of appointment from another employer.
3. Performance Allowance and Bonus Payments - copy of "Section 2 – Assessment Against Indicators of PDA"
4. A brief description of:
 - How the reward links directly to the strategic direction of the business unit and the University and the value of the employee to the pursuit of its goals
 - How the reward reflects the business unit's strategic plan and OPP
 - Any other allowances or benefits the employee is receiving
 - The extent to which all staff are given equal consideration for rewards and recognition in the business unit and having regard to gender equity and achievement relative to opportunity
 - In the case of Attraction and Market Allowance, demonstrated need and the extent of any competitive market allowance in relation to industry rates, and salaries and allowances offered by other universities

SECTION 4 - ACCOUNTS TO BE CHARGED

Business unit	<input type="text"/>	Project/ grant	<input type="text"/>	Account	<input type="text"/>	%	<input type="text"/>
Business unit	<input type="text"/>	Project/ grant	<input type="text"/>	Account	<input type="text"/>	%	<input type="text"/>

SECTION 5 - RECOMMENDATION

Name <i>(please print)</i>	Position
<input type="text"/>	<input type="text"/>
Signature	Date <i>(dd/mm/yy)</i>
<input type="text"/>	<input type="text"/>

SECTION 6 - APPROVAL

The Recommendation is:

- Approved
- Not approved
 - Discussed with work area
 - Follow-up email sent to work area

Dean or equivalent delegation

- Attraction, Retention, Performance Market Allowances and Bonus Payments less than or equal to \$10,000

Recommendations for higher amounts will be referred to the Standing Remuneration Committee for approval.

Signature of Approved Delegate	Date <i>(dd/mm/yy)</i>
<input type="text"/>	<input type="text"/>
Name <i>(please print)</i>	Position Title
<input type="text"/>	<input type="text"/>