

**Application for Payment of a  
High Performance Recognition Loading**

**FIRST LOADING FOR AN EXISTING EMPLOYEE**  
(To be completed by the employee's Manager)

**NAME OF EMPLOYEE:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **LEVEL OF POSITION:** \_\_\_\_\_

**SCHOOL/UNIT:** \_\_\_\_\_

**LOADING PERCENTAGE RECOMMENDED** (please tick the relevant percentage)

**Academic Staff**

**5-10%** (Demonstrated sustained exceptional contributions in one of the following:   
(a) teaching and/or curriculum development; (b) research; (c) institutional planning and/or  
governance at UWS)

**11-20%** (Demonstrated sustained exceptional standards in two of the following: (a) teaching   
and/or curriculum development; (b) research; (c) institutional planning and/or governance  
at UWS)

**21-30%** (Demonstrated sustained exceptional standards in all three of the following; (a)   
teaching and/or curriculum development; (b) research; (c) institutional planning and or  
governance at UWS over three or more performance cycles, and be making a strategic  
contribution to the University)

**Specify HPR Loading %** \_\_\_\_\_ **(for payroll purposes)**

**Non Academic Staff**

**5-10%** (Demonstrated sustained exceptional contributions in core competencies of the role

**11-20%** (Demonstrated sustained exceptional standards in core competencies of the role and   
recognised as a knowledgeable professional expert in the role)

**21-30%** (Demonstrated sustained exceptional standards in core competencies and has   
consistently demonstrated a capacity to perform highly effectively in the role over three  
or more performance cycles and be making a strategic contribution to the University)

**Specify HPR Loading %** \_\_\_\_\_ **(for payroll purposes)**

**KEY PERFORMANCE INDICATORS** (please list the agreed KPIs below. Evidence that these KPIs have  
been met will be required, following the annual performance review, if an application for continuance of the  
allowance is made in next year.

**KPI 1:** \_\_\_\_\_

**KPI 2:** \_\_\_\_\_

**KPI 3:** \_\_\_\_\_

**KPI 4:** \_\_\_\_\_

KPI 5: \_\_\_\_\_

KPI 6: \_\_\_\_\_

KPI 7: \_\_\_\_\_

KPI 8: \_\_\_\_\_

(If insufficient space, please attach additional information)

**SHORT SUPPLY LABOUR MARKET**

Is the employee sought after in a short labour market? Yes  No

(Please attach documentation which provides evidence that the employee's skills and performance are sought after in a short supply labour market, eg. clarification of the specific market; current state of that market as articulated in published salary surveys; statistical information on labour market status; current remuneration data for comparable skills and experience).

Relevant documentation attached

**RETENTION INFORMATION**

Is the employee's performance exceptional and at the leading edge of the relevant discipline? Yes  No

Are the services of the employee essential to the operations of the work unit? Yes  No

Would the employee's departure be disadvantageous to the unit? Yes  No

**PERIOD OF ALLOWANCE**

Should this application be approved, the period of the allowance will be 12 months. Continuation of the allowance, following the annual performance review, will be dependent on evidence being provided that the employee has met the agreed KPIs/targets. An application for continuance of the payment will be required on an annual basis.

**RECOMMENDATION**

Payment of a High Performance Recognition Loading, as outlined above, is recommended.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(HOS/Manager)

**ENDORSEMENTS**

The recommendation for the payment of a Recruitment and Retention (High Performance) Loading, as outlined above, is endorsed.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Executive Dean)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director)

**APPROVAL**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Deputy Vice-Chancellor)

Division: \_\_\_\_\_

**SHORT SUPPLY LABOUR MARKET**

Is the employee sought after in a short supply labour market? Yes  No

(Please attach documentation which provides evidence that the employee's skills and performance are sought after in a short supply labour market, eg. clarification of the specific market; current state of that market, as articulated in published salary surveys, statistical information on labour market status; current remuneration data for comparable skills and experience)

Relevant documentation attached:

**RETENTION INFORMATION**

Is the employee's performance exceptional and at the leading edge of the relevant discipline? Yes  No

Are the services of the employee essential to the operations of the work unit? Yes  No

Would the employee's departure be disadvantageous to the unit? Yes  No

**PERIOD OF ALLOWANCE**

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**RECOMMENDATION**

Payment of a Recruitment and Retention (High Performance) Loading, as outlined above, is recommended.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Manager/Supervisor)

**ENDORSEMENTS**

The recommendation for the payment of a Recruitment and Retention (High Performance) Loading, as outlined above, is endorsed.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Head of School/Director)

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Executive Dean)

**APPROVAL**

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(Deputy Vice-Chancellor/Chief Financial Officer)

Division: \_\_\_\_\_