

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

CONTINUANCE OF LOADING

(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, and provide the rationale for your ranking)

KPI One

Ranking: **Exceptional** **Above Satisfactory** **Satisfactory**

Rationale: _____

KPI Two

Ranking: **Exceptional** **Above Satisfactory** **Satisfactory**

Rationale: _____

KPI Three

Ranking: **Exceptional** **Above Satisfactory** **Satisfactory**

Rationale: _____

KPI Four

Ranking: **Exceptional** **Above Satisfactory** **Satisfactory**

Rationale: _____

KPI Five

Ranking: **Exceptional** **Above Satisfactory** **Satisfactory**

Rationale: _____

KPI Six

Ranking: Exceptional Above Satisfactory Satisfactory

Rationale: _____

KPI Seven

Ranking: Exceptional Above Satisfactory Satisfactory

Rationale: _____

KPI Eight

Ranking: Exceptional Above Satisfactory Satisfactory

Rationale: _____

Additional Comment:

(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

Signed: _____ Print Name: _____ Date: _____

(Executive Dean)

Signed: _____ Print Name: _____ Date: _____

(Director)

APPROVAL

The recommendation for the payment of a High Performance Recognition Loading, as outlined above, is approved.

Signed: _____ Print Name: _____ Date: _____

(Deputy Vice-Chancellor)