
Attraction and Retention Allowances

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Responsible Officer:	Director, People and Culture

1. Overview

Under the provisions of this policy the University may pay an additional salary loading as an allowance to attract or retain certain staff members.

2. Policy

2.1 The payment of an allowance shall be authorised by the Vice-Chancellor or delegate on the recommendation of the relevant Vice-President and Executive Dean or Portfolio Head, who shall set the terms and conditions, including the amount of the allowance within the following criteria:

- 2.1.1** the value to the University of the recipient's services
- 2.1.2** whether the post is fixed-term, convertible or continuing
- 2.1.3** the current state of the employment market for the recipient's services
- 2.1.4** current practice in competing institutions
- 2.1.5** the total salary package available for the recipient
- 2.1.6** the potential effect of the appointment on the University's income, in particular its non-grant income
- 2.1.7** the total amount and distribution of all retention allowances paid to the staff of the relevant unit of the University
- 2.1.8** the ability of the relevant unit to pay the cost of the allowance.

2.2 The award of such a loading should be an exceptional event, and the amount should be decided on the merits of each particular case.

2.3 Before authorising the payment of a retention allowance, the Vice-Chancellor or delegate shall in each case seek advice from the Director, People and Culture and the relevant Vice-President and Executive Dean or Portfolio Head.

2.4 The allowance must, in the judgment of the Vice-Chancellor or delegate, be necessary in order to acquire or retain the services of a suitably qualified person in a post which the University requires to be filled.

2.5 Term

2.5.1 The retention allowance shall be granted in the form of a fixed sum of money or a percentage of salary to be paid for an indicative term of up to five years. It will not be subject to automatic indexation although allowances paid as a percentage of salary will increase in line with base salary increases but not increments.

2.5.2 At the expiration of the term of the allowance the payment of the allowance shall lapse.

2.5.3 If, in exceptional cases, continuation of the allowance is requested a full review of the case will be initiated by the Vice-President and Executive Dean / Portfolio Head. The review will address the criteria outlined in 2.1 and will also assess the performance of the recipient over the life of the allowance.

2.6 Interim review of allowance

The payment of each allowance shall be reviewed:

2.6.1 annually, and,

2.6.2 in any situation of under performance

to determine whether its continuation is warranted.

This review shall be conducted by the Vice-President and Executive Dean / Portfolio Head in respect of each recipient and should take the form of a written report addressing the criteria contained in 2.1 and the recipient's performance.

The Vice-Chancellor or delegate may authorise the cessation or variation to the award of a retention allowance at any time, provided that the proposed variation is consistent with the University's contractual obligations.

2.7 The award of a retention allowance will be made in preference to placing the recipient at a higher position in the salary scale than established practice would warrant.

2.8 As with other staffing matters the amount of any retention allowance shall be treated as confidential.

3. Procedures

All requests for approval of attraction and retention allowances must be submitted through the Vacancy Management Review Group (VMRG) process (see ServiceOne VMRG request), and/or by such other processes as may be determined from time to time by the Vice Chancellor.