

SPECIAL PAYMENTS

POLICY

Rationale:

- All staff members can expect to be assigned additional responsibilities by the principal as detailed in the various Agreements and handbooks. However, some responsibilities are of sufficient magnitude, complexity or importance that they warrant additional remuneration. Special Payments may be made of these occasions.

Aims:

- To appropriately remunerate staff members who take on additional responsibilities that warrant a special payment in a fair and transparent process.

Implementation:

- Special payments up to \$7000 may be made to staff members for accepting and completing additional responsibilities as described by the principal, or to attract or retain a staff member at a school.
- The principal will consult with the Consultative Committee when considering the range, value and nature of any proposed special payments.
- All special payments will be advertised widely amongst all staff in writing, and all eligible staff will be invited to apply in a brief written application by a reasonable due date.
- The advertisement will include clear details of the job expectations, the start and end dates, the remuneration level, and selection criteria that need to be addressed by prospective applicants.
- The principal will form an appropriate selection panel of at least 3 appropriate staff members ensuring gender representation, and merit protection board representation.
- The selection panel will consider all applications and through a proper and transparent selection process, will make a recommendation to the principal.
- Written applications, referees, interviews or requests for additional information may all form part of the selection process.
- The principal will consider the selection panel recommendation and accept the recommendation or provide reasons in writing as to why the panel's recommendation will not be accepted.
- All staff will be informed of the successful applicant.
- The successful applicant will negotiate the payment method (lump sum, fortnightly payments etc) with the principal.
- The principal will monitor the progress of the successful applicant with regards the implementation of their special payment responsibilities and provide feedback as appropriate.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

March 2015