POLICY

Policy Title: Temporary Special Allowance (TSA)

Descriptors: 1) Staff 2) Human Resources 3) Allowances

Category: Human Resources

1. Title
Temporary Special Allowance

2. Purpose
To outline procedures, entitlement and eligibility requirements for a Temporary Special Allowance.

3. Organisational Scope
This Policy applies to general staff employees.

4. Policy Statement
To provide recognition and reward to a general staff employee who accepts and is assigned additional responsibilities and duties for a finite period and which are in addition to performing their current position.

5. Principles
An offer of a Temporary Special Allowance shall serve to meet the operational and organisational requirements of the University whilst also contributing to and supporting the development and enhancement of skills, expertise, recognition and reward for general staff employees.

The University will provide such an allowance where additional responsibilities and duties are assessed and designated as being distinctly greater in work value than the employee’s current position.

6. Definitions
“Allowance Rate” refers to and is based upon a defined percentage rate not greater than 10%, of the employee’s applicable base salary for their current position. A percentage rate above 10% can be agreed if endorsed by the Director, HR Service Centre and approved by the Deputy Vice-Chancellor (Research and Operations).
“Finite Period” means the proposed period the TSA shall apply and which shall normally not be greater than twelve (12) months.

“Greater in Work Value” refers to distinct responsibilities and duties which have a high degree of skill or expertise and would not be within the normal scope of duties of the employee’s current position.

“Higher Duties Allowance” means an allowance paid to an employee when temporarily deployed to a higher classified established or created position, and undertakes this position either in a full or part acting capacity.

“HR Delegations” means the Edith Cowan University Schedule of HR Delegations as amended from time to time.

“Manager” means the relevant line manager as defined within the HR Delegations.

“Temporary Special Allowance (TSA)” means a discretionary allowance which does not form part of an employee’s ordinary rate of pay. It is an allowance paid to an employee for a finite period when they agree to perform additional responsibilities and duties which are assessed as greater in work value.

7. Policy Content.

7.1 Offer and Acceptance of a Temporary Special Allowance (TSA)

a) A Temporary Special Allowance (TSA) is only payable when the University determines that greater in work value responsibilities and duties need to be performed to meet the operational requirements of the respective area.

b) The University shall determine which employee shall be offered a TSA to perform the greater in work value duties as provided at 7.1(a). Where an employee acknowledges and accepts the greater in work value responsibilities and duties in addition to the performance of their current duties a TSA shall be paid.

c) A TSA is only to be made for a finite period and which shall not normally exceed twelve (12) months. Additionally once a TSA period concludes it should not normally be followed by another TSA period for the same or similar purposes.

d) Unless endorsed otherwise by the Director HR Service Centre a TSA period inclusive of all extensions cannot exceed twelve (12) months from the initial commencement date.

e) The periods when an employee is in receipt of a TSA shall not affect normal incremental progression in regards to their substantive position.

f) A TSA is not in lieu of, and is not intended to replace, a Higher Duties Allowance, Market Loading or a Performance Bonus.

g) An employee may decline an offer of a TSA.

h) Only offers signed and accepted on the correct form, “TSA Approval Form”, will be considered.

7.2 Payment of Temporary Special Allowance (TSA)

A Temporary Special Allowance (TSA) may be paid where:
a) an employee or position is assigned additional responsibilities by the University which are clearly defined as greater in work value and are not part of what could be expected of the employee’s current position, role or classification level;

b) the University has determined the greater in work value responsibilities and duties, which would not be within the normal scope of duties the employee’s current position would perform, and the selected employee has agreed to undertake these duties; and

c) the delegated authority as provided within the University’s HR Delegations has approved and authorised that such a payment be made.

Payment of a TSA will be subject to University approval and agreement by the employee. The allowance rate shall be based upon the duration and assessment of the greater in work value responsibilities and duties the employee agrees to undertake. The allowance rate shall be agreed upon prior to the employee commencing the additional duties.

7.3 Temporary Special Allowance (TSA) Rate

a) The allowance rate for a Temporary Special Allowance (TSA) is determined by the University and based upon the assessment of the greater in work value responsibilities and duties. This assessment will define a percentage rate, not greater than 10% of the employee’s current base salary for their current position, for the duration of the TSA period.

b) The percentage rate for a TSA shall be between 5% and 10% of the employee’s base salary for their current position.

c) No allowance rate shall be greater than 10% without endorsement of the Director, HR Service Centre, and approved by the Deputy Vice-Chancellor (Research and Operations).

d) Should the greater in work value responsibilities or duties change during the TSA period, the University may undertake another assessment and define a different percentage rate. If this should occur, the employee will be required to acknowledge and accept this change prior to the commencement of the amended responsibilities. Subject to provision 7.5 should an employee decline this change the TSA period shall cease.

e) A TSA is superannuable.

7.4 When a Temporary Special Allowance (TSA) is not Applicable

a) A Temporary Special Allowance (TSA) shall not be paid in circumstances where an employee performs in a position that would attract a higher duty allowance or where a concurrent appointment is suitable.

b) TSA is not an applicable allowance for the calculation of leave loading, overtime or retrenchment payments.

7.5 Extending, Reducing or Terminating a Temporary Special Allowance (TSA) Period

A Temporary Special Allowance (TSA) shall normally operate for a finite period not greater than twelve (12) months, unless endorsed by the Director, HR Service Centre. On provision of suitable notice, an employee may decline any offer to extend the TSA period.
A TSA period can be reduced, terminated or otherwise amended by the University. Where a TSA period is reduced, terminated or amended, the manager shall provide the employee with a minimum of four (4) weeks notice.

An employee may at anytime withdraw from a TSA period by providing their manager with four (4) weeks written notice, unless a lesser period of notice is agreed by the University, of their intention to cease performing the greater in work value additional responsibilities and duties.

### 7.6 Affects of Paid and Unpaid Leave on a Temporary Special Allowance (TSA)

Excluding paid sick leave, all other periods of paid and unpaid leave shall not attract a Temporary Special Allowance (TSA).

### 7.7 Impact of a Position Change on Temporary Special Allowance (TSA)

Should an employee in receipt of a Temporary Special Allowance (TSA) accept a new position or undergo some other approved position change, their TSA shall cease.

8. **References**

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<td>Director, Human Resources Service Centre</td>
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<td>Approved by:</td>
<td>Vice-Chancellor</td>
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9. **Contact Information**

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<thead>
<tr>
<th>Contact Person:</th>
<th>Team Leader Employee Relations</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>6304 2874</td>
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<tr>
<td>Email address:</td>
<td><a href="mailto:c.allman@ecu.edu.au">c.allman@ecu.edu.au</a></td>
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