## Human Resources

Salary and Benefits

**Prefix Name Surname**

Base salary – Request for the PROVOST Academic or COO Professional Approval

1. **Purpose**

The PROVOST Academic or COO Professional Staff approval is sought for the payment of an agreed salary in excess of 25% of maximum [Position classification, e.g., HEO 10, Level E] base salary to [Prefix Name Surname] for the period [contract start date] to [contract end date].

**2. Background and Discussion**

[Provide the background and reasoning for seeking to continue payment of a base salary which is over 25% above the maximum salary step of the position’s classification. Include:

* Relevant information about the employee (e.g., brief employment history with the University, the skills and/or experience which warrant high base salary, etc)
* Relevant information about the position (explain why there is a disparity between the base salary prescribed by the Enterprise Agreement and the recommended salary, e.g., market rate for similar position in a private industry).
* Other relevant information as appropriate]

The recommended base salary is xx% over the maximum [Position classification] base salary.

**Attachments (below)**

A: Supporting documentation/emails A

B: Supporting documentation/emails B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HR Handbook** | **Salary and Benefits** | **Effective Date:** | **1 October 2014** | **Version 1.0** |
| **Authorised by** | **Associate Director, HR Shared Services** | **Review Date:** | **1 October 2017** | **Page 3 of 3** |
| **Warning** | **This process is uncontrolled when printed. The current version of this document is available on the HSW Website.** | | | |

**Attachment A**

##### **Attachment B**