

This form is confidential to the senior staff member's supervisor and Authorising Officer and where relevant the Performance Pay Committee. At the completion of the PPR-SS cycle or when action is required, the performance agreement and this form will be filed on the relevant file in the Human Resources Department.

Senior Staff member: _____ Faculty/Division: _____

Position title: _____ Classification: SSG _____

Supervisor: _____

Base salary: \$ _____ per annum as at 1.1.2009

End date of fixed term appointment: _____ (if applicable)

PART A SALARY MOVEMENT

A salary movement may be recommended for a senior staff member (SSG1-SSG4) with a current base salary below the top of the salary range for their classification, who has worked in the position for at least nine months of their PPR-SS cycle and whose performance is satisfactory or better. Recommendations outside of this timeframe will only be approved in exceptional circumstances. Such circumstances may include new appointees who have completed less than 9 months of their PPR-SS cycle and who are able to demonstrate sufficient achievement against agreed performance objectives. All periods of approved paid leave are defined as time worked in the position. (see PPR-SS website (<http://www.hrd.qut.edu.au/staff/ppr/senior.jsp>) and MOPP (Section B/9.3.7)).

SUPERVISOR

- I recommend an increase to the base salary of the senior staff member **of** \$ _____ **to** a salary of \$ _____ per annum from 1 January 2009.
- I do not recommend a salary movement as:
 - performance only meets basic requirements and certain areas are **not satisfactory**; or
 - performance is **less than satisfactory** and unsatisfactory performance procedures have been initiated.

Supervisor's signature: _____/...../.....

AUTHORISING OFFICER

- I agree with the supervisor's recommendation.
- I disagree with the supervisor's recommendation as per the attached comments and have determined:
 - Salary movement in the base salary be changed **to** \$ _____ per annum; or
 - No salary movement

Authorising Officer's signature: _____/...../.....

PART B BONUS PAYMENT

Bonus pay of 0-10% of the senior staff member's total remuneration salary may be recommended for a senior staff member (SSG1-SSG6) whose performance exceeds satisfactory. A staff member must work in the position for at least nine months of their PPR-SS cycle.

Recommendations outside of this timeframe will only be approved in exceptional circumstances. Such circumstances may include new appointees who have completed less than 9 months of their PPR-SS cycle and who are able to demonstrate sufficient achievement against agreed performance objectives. All periods of approved paid leave are defined as time worked in the position (see PPR-SS website (<http://www.hrd.qut.edu.au/staff/ppr/senior.jsp>) and MOPP (Section B/9.3.7)).

SUPERVISOR

- I recommend a bonus payment of _____% of current total remuneration salary.
Note: Information in support of the recommendation must be attached for use by Authorising Officer and Performance Pay Committee.
- I do not recommend a bonus payment and have determined that:
 - performance of the senior staff member is **satisfactory**; or
 - performance of the senior staff member meets basic requirements of their role however certain areas are **not satisfactory**.
 - performance of the senior staff member is **less than satisfactory**. On this basis unsatisfactory performance procedures have been initiated.

Supervisor's signature: _____/...../.....

AUTHORISING OFFICER

- I agree with the supervisor's recommendation.
- I disagree with the supervisor's recommendation, as per the attached comments, and recommend:
 - A bonus payment of _____ %.
 - No bonus payment

Authorising Officer's signature: _____/...../.....

Note: Performance agreement and all necessary supporting documentation must be attached.

To ensure confidentiality the Authorising Officer is to forward the completed action form to the HR Director's Office – marked *PRIVATE & CONFIDENTIAL*.

PLEASE ATTACH:

1. Material in support of the bonus pay recommendation.
2. A completed and signed copy of the senior staff member's PPR agreement for the year for which the bonus is being awarded.