Special Payments (Senior Staff) Procedure

1 Purpose

To outline the circumstances and process whereby Special payments may be made to staff employed in Senior Positions of the University.

2 Scope

This procedure applies to all Senior Positions of the University.

3 Procedure Overview

This procedure describes the circumstances in which, and the process for, the University to make Special payments to individuals employed in Senior Positions.

4 Procedures

4.1 Definition of Special Payments

Special payments, also referred to as ex-gratia payments, are discretionary payments not legally mandated by contract or any other obligation.

4.2 Circumstances for Special Payments

Special payments may be considered in situations such as employment termination involving health and safety risks, redundancies, resignations due to personal circumstances, reputational concerns, resolution of litigation, or when standard performance or disciplinary processes are deemed inappropriate. The Vice-Chancellor and President, in consultation with the Chief People Officer, is responsible for determining the appropriateness of a special payment under these circumstances for all Senior Positions excluding the Vice-Chancellor and President.

Council is responsible for determining the appropriateness of a special payment for the Vice-Chancellor and President.

4.3 Determining Payment Amounts

The assessment of payment amounts is conducted on a case-by-case basis, considering commercial norms, contractual notice periods, Employee tenure and seniority, the particulars surrounding the cessation of employment, potential risks to the organisation, health and safety

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liabilities, and possible legal claims. All determinations must adhere to public sector ethical standards.

4.4 Approval and Documentation

Council is authorised to approve special payments for the Vice-Chancellor and President. The Vice-Chancellor and President is authorised to approve special payments for all other Senior Positions. Such payments must be properly documented, generally through a deed of separation where applicable. Comprehensive records of Decisions, approvals, and the rationale for payments will be maintained for accountability.

4.5 Delegations

Position	Delegation
Council	• Approve the payment of Special Payments for the Vice-Chancellor and President.
Category 1 Delegate	• Approve the payment of Special Payments for all Senior Positions, excluding the Vice-Chancellor and President.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Chief People Officer
Responsible Officer	Chief People Officer
Policy Type	University Procedure
Policy Suite	Recruitment, Selection and Appointment Policy

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Subordinate Schedules	
Approved Date	3/6/2026
Effective Date	3/6/2026
Review Date	3/6/2031
Relevant Legislation	Enterprise Agreement *Fair Work Act 2009*
Policy Exceptions	Policy Exceptions Register
Related Policies	
Related Procedures	Recruitment, Selection and Appointment Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Council Council means the governing body, the University of Southern Queensland Council. Decision A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Delegate (noun) Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy. Delegation A formal authority or power granted to Council members, Employees and Council committees to make Decisions on behalf of the University. Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes

	persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Enterprise Agreement University of Southern Queensland Enterprise Agreement 2023-2026. University The term 'University' or 'UniSQ' means the University of Southern Queensland. Vice-Chancellor The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998 , including a person acting in that position.
	Definitions that relate to this procedure only
	Senior Positions Means a position that is not classified at Academic Level A to E, or Professional Level 1 to 10 as set out in Schedules A and C of the Enterprise Agreement, respectively.
Keywords	Senior, appointment, senior executive
Record No	26/532PL

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