

6. SALARIES AND ALLOWANCES

This policy provides the procedures for the establishment of the salary scales, progression through the incremental scales and the revision of salary scales.

6.1 General

Salary grades and salary scales/levels shall be those prescribed by the University Council.

In the case of each appointee, the grade at which the appointment is made and the point of entry into the scale (level), shall be that specified in the Letter of Intent and Contract of Employment.

Normally an appointment is made at the lowest level of the advertised salary scale. However, consideration for higher qualifications and experience will be considered. Progression through the steps within a grade shall be dependent upon the satisfactory performance of duties according to the standards and criteria set out in **Appendix 11** and the Academic and Teaching Staff Appraisal process. (See section 7)

Contracts for lecturers will be renewed subject to satisfactory performance after the first contract and advertised after the second contract. (Contract Renewal – section 9.2) Lecturers grade I and grade II are on fixed salaries for the contract period, whereas lecturers grade III and IV may be awarded an annual single increment.

The Vice-Chancellor, deputy vice-chancellors, professors, associate professors, deans of faculties/heads of schools, senior lecturers, managers, directors, and the University librarian are on fixed salaries for the contract period and the position will be advertised at the end of each contract period or when a resignation/retirement occurs if the position is retained. There is no contract renewal for these positions. Heads of department retain their academic/teaching contract and receive an allowance which is paid monthly.

A probationary period (see 2.2.1) will apply to all initial/first staff contracts except for part-time staff.

Staff may apply for a higher grade advertised position or for internal promotion. (See section 8).

Salary is payable fortnightly in arrears for eighty hours work.

6.2 Progression through the Incremental Scales

Lecturers grade III and lecturers grade IV are paid salaries on incremental scales. Progression through the scale as a result of the staff appraisal process, is in recognition of the satisfactory performance of duties according to the duties and responsibilities of the position and in recognition of the additional skills, experience and knowledge which staff should acquire over time and the increased contribution to the University.

All staff may negotiate a higher salary at the time of contract renewal or a new contract.

6.2.1 Eligibility

Lecturers grade III and IV are eligible to be considered for annual incremental progression but not lecturer grade 2 and above.

For procedures provide for the granting of a single salary increment and to award a double increment see section 7. [These procedures cannot be used to gain promotion to a higher academic grade. Applications for promotion to a higher grade are considered by the appropriate interview committee (cf. 2.5) according to procedures stipulated in section 8 for internal promotion and section 1 for advertised positions.]

The decision to award or withhold an increment is based upon consideration of satisfactory performance of duties for the position based on academic standards and criteria as set out in Part 2, page 3ff & Appendix 11.

6.2.2 Increments for the Attainment of Further Qualifications

- (a) The basic qualification is stated in the position description. The Vice-Chancellor may award the following on receipt of the testamur for a further award that is relevant to the position description:
- a doctorate, four increments
 - a masters degree, two increments (if an increment for a postgraduate diploma has not been received.)
 - all other awards, one increment.

[For the time being, those who obtain a doctorate will be appointed to senior lecturer lowest level except those lecturer grade 1 who, by gaining four increments would be at a higher level within the senior lecturer salary.]

- (b) The Director, Human Resources should be notified by the staff member by filling in the form, *Application for Increment(s) for Higher Qualification (Appendix 22)* and including the original testamur. When the increment(s) are approved, the Director, Human Resources shall notify the staff member by letter which will include the new salary level and the date from which the increments shall be awarded – the date of the graduation. However, the ceiling of a salary scale cannot be exceeded except for those who gain a doctorate. (See 7.3)
- (c) The Manager shall send a copy to the Director, Financial Services and a copy of the letter shall be placed in the staff member's file together with a certified copy of the testamur. Further recognition may be obtained through application for advertised positions through competitive promotion or by internal promotion application. In these cases, the criteria for each level have to be met.

6.3 Staff on Maximum of Scale

If an academic, teaching or comparable staff member is on the maximum of the appropriate salary scale and gains a higher qualification, the Vice-Chancellor may award a bonus. The bonus (equivalent to the last increment on the appropriate scale) will be a lump sum one-off payment and is not added to the annual salary. 7.2.2 must be followed.

6.4 Salary Scales:

The salary scales for the staff of the University are established as follows:

6.4.1 Academic/Teaching Staff Salary Scales

These are based on the Government of Samoa, Public Service Salary Scale - General and the Contract Officers C1, C2, C3, Deputy CEO, CEO 1 and CEO 2 and as approved by Council.

Professor, associate professor, senior lecturer, lecturer grade 1, lecturer grade 2, lecturer grade 3, lecturer grade 4.

6.4.2 Comparable Staff Salary Scale

These salary scales are comparable to the academic/teaching staff salary scales and as approved by Council. Deputy Vice-Chancellor – own grade; Professor – associate professor – dean and director;

senior lecturer – manager level 1; lecturer grade 1 – manager level 2; assistant financial services director; lecturer grade 2 - media officer.

6.4.3 Technical and Learning Resource Centre Staff Salary Scale

These are based upon the Public Service Salary Scale, excepting for comparable staff within the Learning Resource Centre, and as approved by Council.

6.5 Taxation and other Contributions/Deductions

Staff members are liable for taxation in Samoa as prescribed by Samoan taxation legislation. Other contributions may be required by legislation e.g. National Provident Fund and Accident Compensation Board.

6.6 Salary Adjustments

All salary scales of the University staff are subject to general salary increases from time to time as well as adjustments to cost of living and Consumer Price Index (CPI).

6.7 Salary Review Process

The Vice-Chancellor, as the employer of staff under the NUS Act 2006, may initiate a salary review through Council.

Council appoints a Salary Review Committee to examine current levels of salaries within the University, consider the submissions and approves salary increases and/or adjustments.

The salary scale of the National University of Samoa should be reviewed every three years, taking into account the cost of living and general increases in relevant salary scales.

6.8 Deductions

By mutual agreement between the staff member and the University and by written confirmation by the staff member, the University may deduct from the salary of a staff member any amount due by such member as a contribution to a loan, Life Insurance Scheme, the Staff Social Club and to a housing scheme to which the staff member belongs, provided the total deductions do not exceed the limits specified in the Labour & Employment Relations Act 2013, [27(6)]- 35%.

The University may make deductions [*Labour & Employment Relations Act 2013, 27*] from the salary of the staff member in respect of:

- (a) any overpayment made by the University to the employee by the University's mistake;
- (b) any money owing by the staff member to the University;
- (c) any loss of or damage to any University property and/or resources caused by the action, neglect or default of such staff member;

provided all deductions made do not exceed the limits specified in the *Labour and Employment Relations Act 2013, [27 (6)] – 35%*.

An advancement of unearned wages must be approved by the Vice-Chancellor and cannot exceed the equivalent of wages earned in the preceding month. [*Labour and Employment Relations Act, 28 (a)*]

6.9 Allowances

6.9.1 Head of Department

The allowance is \$7,000 annually and is paid monthly. When a HOD is absent the allowance is given to the replacement pro-rata.

6.9.2 Acting Allowance

- (a) A staff member may be eligible for an acting allowance who acts for the Vice-Chancellor, Deputy Vice-Chancellor, Director/University Librarian, Dean, Head of School, Assistant Director or Manager for ten or more consecutive working days.[There is no acting allowance for extra teaching.] ‘Working days’ are defined as Monday to Friday excluding public holidays. Those acting for a head of department receive the allowance that the HOD gets – the HOD does not receive the allowance when absent from the position.
- (b) The supervisor must make a request for an acting appointment to the relevant Deputy Vice-Chancellor, normally before the supervisor is absent on annual leave or short term Professional Development Leave. The request submitted on the Leave form must include the details of what the acting staff member will be doing. The staff member will continue to perform the duties for their own position. Only when the Deputy Vice-Chancellor approves can an acting appointment occur.
- (c) On completion of the acting period, during which the staff member will continue to perform their own duties, regardless of the number of days acting, the acting staff member must submit a report detailing the work done in the acting period to the supervisor. The supervisor will endorse or not endorse the report. If endorsed and the number of acting working days totals at least ten, the supervisor will indicate the percentage (0-100%) of the acting allowance to be paid and submit to the Deputy Vice-Chancellor for approval and transmission to the Director, Financial Services for payment. The acting allowance is two-thirds of the hourly rate of the difference between the staff member’s salary and the salary for the higher position. The supervisor will recommend the percentage (0-100%) of the acting allowance to be paid.
- (d) If the staff member was acting for less than ten consecutive working days, these can be accumulated to fifteen working days in total for an academic year (January-December). The supervisor will endorse or not endorse the reports for each period and if endorsed, recommend a percentage (0-100%) of the acting allowance to be paid and submit to the Deputy Vice-Chancellor for approval and transmission to the Director, Financial Services for payment. If the number of acting days does not total fifteen days within the academic year, the days are forfeited and cannot be carried over to the next academic year.

6.9.3 Daily Subsistence Allowance

A member of staff who is required by the University to travel on official duty and whose expenses are not met by any other source, is entitled to an economy airfare and a daily subsistence allowance at the rate prescribed from time to time by Council.

6.9.4 Incidental Allowance

A member of staff who is required by the University to travel on official duty and whose expenses are not met by any other source, is entitled to an incidental allowance at the rate prescribed from time to time by Council.

6.9.5 Clothing Allowance

Staff members on official visits of the University will be paid a clothing allowance at the rate prescribed from time to time by Council.

6.9.6 Rental Allowance

For an overseas volunteer and arrangements made by the Vice-Chancellor for special cases, the University may provide housing with gas, electricity and telephone services included or not included.

6.9.7 Induced Salary

A discretionary induced salary is paid to staff to enable the University to attract and retain well qualified staff in academic, teaching and comparable staff posts which are difficult to fill, irrespective of the country of origin of the appointee.

A member of staff will be eligible for an induced salary if the position is designated as such.

The Vice Chancellor may induce a position if it has proven difficult to fill the position.

All induced positions will be reviewed as to their continued need by the Vice Chancellor at the time when the incumbent terminates his/her contract, or the contract expires.

The level of inducement shall normally be twenty per cent (20%) of the staff member's salary. However, the Vice Chancellor may vary the amount up to a maximum of thirty (30%) per cent. Any recommendation for an induced salary to exceed 30 per cent must be approved by the Executive Committee or Council.

The details of each induced position should be entered into a database maintained for that purpose by the Director, Human Resources.

6.10 Short Course Payment

These are courses for which students pay fees and for which no credit to any NUS award (certificate, diploma etc.) is made and do not generate EFTS. Such courses are usually offered after 5pm, between semesters, or at the week-end for a few weeks or for many weeks. Such courses must be offered through the Oloamanu Centre.

Staff may be from NUS or outside NUS. The instructors for these courses (if not Oloamanu Centre staff) receive payment. The programme, fees, remuneration, advertising costs etc. must be submitted to the Vice-Chancellor for approval to ensure that the course is (a) required and fitting (b) will not be a financial loss. A minimum number of students may be required for the course to be offered. All financial transactions (fees, payments etc.) are handled by Financial Services. The Commercial Service form is to be completed and approved by the Vice-Chancellor.

Courses offered and managed by Oloamanu Centre for the In-Country Training (ICT) Programme are exempt from this provision and the Commercial Service Policy.

The CISCO programme is a Faculty of Science award programme. Since this programme may not be offered regularly and will not generate EFTS, payment to staff for teaching this programme will be additional to NUS salary and will be taxed at 27%.

6.11 Apprenticeship Teaching

NUS staff engaged in apprenticeship teaching will be paid over-time if they have a full workload i.e. for lecturer 25 hours per week and senior lecturer 20 hours per week. Hours over that workload will be paid. No transport arrangement will apply.