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|  |  | **Human Resources Division**  APPLICATION FOR A NEW RECRUITMENT AND RETENTION ALLOWANCE  (Refer over page for Terms & Conditions) |
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| --- | --- | --- | --- |
| **Employee’s Name** |  | | |
| **Employee’s Position Title** |  | | |
| **Employee’s Department** |  | | |
| **Full time or part time** *(if part time, specify FTE)* | ………….FTE | Fixed term | Permanent |
| **Current Grade and Step or Level** |  | | |
| **Current Salary** (Fulltime) | **$** | | |
| **Proposed allowance amount**  *(Provide Full time amount. Will be pro-rata.)* | **$** | | |
| **Professional Staff** – Is the Job Description up-to-date and been evaluated in the last 5 years. | **YES / NO**  If **No** the description must be updated and sent for [evaluation](https://www.otago.ac.nz/humanresources/toolkit/job-evaluation) | | |
| **Start** and **Finish** date of proposed allowance (*term – no more than three years)* | ………/….…. /20.. to …….../…….../20.… | | |
| Automatically reduces with salary progression.  ([Policy](https://www.otago.ac.nz/humanresources/policies/recruitment-and-retention-remuneration-policy) default is **Yes**) | **YES / NO**  (If **No** - include reasons in the supporting statement.) | | |
| Specify any other conditions to apply (e.g., reduce with negotiated salary increases). | | | |
| Supporting Statement for R&R Allowance (or attach a document): | | | |

**TERMS & CONDITIONS FOR R&RS**

* Allowances are normally for a fixed term of up to three years and will cease at the end of the fixed period.
* The manager will be advised two months before expiry to allow time to apply for a new allowance, if appropriate.
* Nothing contained or implied in the awarding of an allowance should be taken to suggest that a new R&R will be offered in the future unless expressed in writing from HR.
* Professional staff R&Rs will be reviewed automatically if a staff member’s position is re-evaluated.
* Academic staff R&Rs will be reviewed automatically if they receive a promotion.
* All R&Rs must be reviewed annually as part of the relevant performance review process. A review outcome may result in the R&R increasing, decreasing, ceasing or remaining at its current level.
* R&Rs will cease at the time the recipient submits their resignation unless approved by the HR Director.
* Allowances will be pro-rated for part-time staff, unless the HR Director approves an exceptional case. .

**The full terms & conditions are outlined in the Recruitment and Retention Allowance Policy.**

<https://www.otago.ac.nz/administration/policies/otago634885.html>

**Approval delegation:**

For **Academic staff**, allowances must be recommended by HODs/Manager, endorsed by PVC’s (and Deans in Health Sciences) and approved by the Deputy Vice Chancellor (Academic). Associate Professor and Professor applications are considered by the Vice Chancellor.

For **Professional** **staff**, allowances must be recommended by HODs/Managers, endorsed by PVC in Academic Divisions (and Dean in Health Sciences), or by Director, Deputy-Vice-Chancellor or Chief Operations Officer in service divisions and approved by the Human Resources Director.

**Recommendation made by: Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department/ Manager **Signed:**

**Date:** \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**Recommendation endorsed by: Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Head of School (if applicable) **Signed:**

**Date:** \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**Recommendation endorsed by: Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pro-Vice-Chancellor / Dean / Director **Signed:**

**Date:** \_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**Please return this form to:** [rrs.info@otago.ac.nz](mailto:rrsinfo@otago.ac.nz)

***promotions & Remuneration, human resources Division***

**HR USE ONLY**

**Code …………….**

**Date ……………….**