Remote Teaching Bonus and Allowances

REMOTE TEACHING BONUS
Employees who teach in remote locations on more than 10 days in a given calendar year are eligible for a Remote Teaching Bonus (RTB).

The RTB is paid annually as a single lump sum following completion of all work for the calendar year, including submission of any results, based upon a certified report from the Supervisor.

Travel to and from delivery locations on weekends is treated the same as travel to and from delivery locations during weekdays.

ENTITLEMENTS
The RTB is equal to six per cent of the employee’s salary, applied to each day that the employee is working in a remote location.

Where an employee is required to spend a weekend or has to work a Sunday and the following Saturday in a remote community because of work commitments, the University will pay $100 in addition to normal travel and accommodation reimbursement.

PROCEDURES
The requirement to stay over the weekend must be agreed to in advance with the employee’s Supervisor before travel to the remote community has commenced.

Employees are required to complete a Movement Request for Domestic University Travel form and have it approved by their Supervisor and forward the approved form to HRS.

REMOTE LOCALITY INCENTIVE AND ALLOWANCES ENTITLEMENTS
Entitlements for remote area allowances including fares out of isolated localities, freight on foodstuffs, locality allowances, and rental rebate payments are paid on 30 June and 31 December each year in arrears.

The formula used for calculating the cash payment of allowances for eligible remote area University employees is the same as that used for the cash payment of accrued recreation leave airfares for eligible University employees.

PROCEDURES
Staff member is to complete Claim for Remote Locality Allowance form and once approved by relevant Senior Manager/Senior Executive forward the form to HRS.

CAMPING ALLOWANCE
Camping allowance may be paid where an employee in the course of employment is required to camp out overnight using makeshift accommodation such as a swag or tent, The Chief Financial Officer may approved payment of a camping allowance at a daily rate, to compensate for the physical discomfort of camping and for reasonable provisioning.

There is no restriction on how the allowance is to be used.

ENTITLEMENTS
CDU applies the procedures of the Northern Territory Government (NTG) as per Determination 1 which is updated annually.

PROCEDURES
The Movement Request for Domestic University Travel form has a section headed “Travel Cost”, the bottom item is “Other” and this is to be used for camping allowance claims.

The Movement Request for Domestic University Travel form must be completed and approved by the staff member’s supervisor and forwarded to Procurement/Travel Officer.

This information is provided as a guide only. Please refer to the Charles Darwin University and Union Enterprise Agreement 2013 and relevant policies and procedures.