

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner of Police in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use VPM Professional and ethical standards to inform the decisions they make to support compliance.

Remuneration

Context

Victoria Police employees are entitled to appropriate remuneration. 'Remuneration' includes salary benefits, which include actual salary, superannuation and allowances. It also includes non-salary benefits offered to employees that are not directly related to salary, such as novated car lease, salary sacrifice for superannuation, etc. Employees may also be eligible for discounted health insurance, car parking and public transport.

Employees receive salary and entitlements in accordance with the prevailing industrial agreement or employment contract. They are also eligible to receive allowances in accordance with the prevailing industrial agreement for work undertaken or qualifications gained.

This policy outlines the principles and accountabilities that Victoria Police applies to remuneration of its employees, and employees' general entitlements. This policy applies to all Victoria Police employees unless otherwise stipulated.

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Definitions

Gratuity: is an additional sum of money paid to a Victoria Public Service (VPS) employee in recognition of 'special work' they have completed, in addition to their substantive position duties.

Special work: means tasks performed of demonstrably higher work value, or where a greater rate of pay is already established in Victoria Police for the same work.

1. Remuneration Principles

Victoria Police pays its employees in accordance with the following principles:

- decisions relating to remuneration must be fair, equitable and objective
- remuneration decisions made by delegates must be in accordance with the provisions of relevant legislation, employment contracts and employment agreements
- all appointments and pay adjustments must be funded within existing salary budgets and wages allocations with Work Unit Managers held accountable for remuneration management
- employees may choose to participate in non-salary benefit schemes approved by Victoria Police.

1.1 Accountabilities

Management

- Assistant Commissioner, Human Resource Command (HRC) - advises the Chief Commissioner on remuneration policy and monitors overall compliance with the policy.
- HRC - is responsible for developing, monitoring and reporting on the application of the remuneration policy and ensuring that effective systems and processes are in place to facilitate application of the policy.
- Department Head - is responsible for the effective management of employee remuneration within their Department.

Monitoring

Monitoring processes and mechanisms are necessary to ensure that Victoria Police maintains effective control of its remuneration program. Mechanisms for ensuring that the remuneration program is effective and is managed efficiently and prudently include:

- sign off processes to ensure that decisions made under delegation regarding movements in individual employee remuneration are valid
- ensuring over and underpayments are resolved in accordance with agreed timelines and in accordance with section 4
- tracking of remuneration management practices across Victoria Police and between workplaces
- periodic quality assurance of the remuneration program to evaluate its effectiveness in achieving its objectives of staff attraction, motivation and retention.

1.2 Entitlements

- Salary and entitlements are in accordance with the industrial agreement or employment contract.
- All employees are eligible to receive allowances in accordance with the industrial agreements for work undertaken or qualifications gained.

Police members

- Upon transfer police members are entitled to the salary of the new position and any relevant allowances, if applicable and if qualified.
- Promotion is to the base of the rank, including any allowance applicable to the position if qualified.
- Where a decision is made to reduce a police member in rank, for whatever reason, the Hearing/Inquiry Officer or delegate is responsible for determining the salary progression point within the new rank.

VPS employees

The VPS Career Structure is comprised of seven non-overlapping grades, with most grades divided into value ranges.

- Salaries offered must be within the range applicable to the grade and cannot exceed the maximum of the grade.
- Salary must not be reduced except as a result of discipline proceedings, a voluntary transfer to a lower grade or redeployment to a lower grade based on mutual agreement.
- Progression within each grade/value range is subject to satisfactory performance through the performance assessment system in accordance with **VPMP Performance and professional management**.
- Progression to a higher value range within a grade is subject to:
 - satisfactory performance through the performance assessment system
 - a successful work value assessment in accordance with **VPMG Work value assessments**
 - merit selection through the transfer and promotion process where the position is advertised at a higher range (refer **VPM 306-10 Transfer and promotion (VPS)**)
 - appointment to a vacancy without advertisement of the position where the position is advertised at a higher range (refer **VPM 306-10 Transfer and promotion (VPS)**).
- Progression to a higher grade is through:
 - merit selection through the transfer and promotion process (refer **VPM 306-10 Transfer and promotion (VPS)**)
 - a successful work value assessment in accordance with **VPMG Work value assessments**
 - appointment to a vacancy without advertisement of the position (refer **VPM 306-10 Transfer and promotion (VPS)**).
- Upon transfer to an equivalent level position, VPS employees maintain existing salary unless the employee makes a successful application for salary above the base in accordance with section 2.
- Promotion is to the base of the grade unless the employee makes a successful application for salary above the base in accordance with section 2, or the employee has been on higher duties immediately prior to promotion.
- In recognition of special work completed, in addition to their substantive duties, VPS employees may be eligible for a gratuity payment in accordance with section 6.

- Police Custody Officers (PCOs) are paid in accordance with the salary structure referred to in the *Victorian Public Service Enterprise Agreement 2020* (refer to Appendix 8).

Forensic Officers

- Forensic Officers are employed in accordance with the special arrangements set out in the *Victorian Public Service Enterprise Agreement* (refer to Appendix 8).
- Forensic Officers are usually recruited at the FO-2 level. Formal qualifications are generally not a pre-requisite for appointment at the FO-2 level.
- Recruitment at the FO-3 level and above generally requires appointees to have appropriate tertiary qualifications.
- Trainee Fingerprint Officers are recruited at the FO-2 level and progression is based on qualifying criteria.

Senior Executive Service Officers (Executive Officers)

- Executives have previously been titled Executive Officers (EO). This terminology is being replaced with the Senior Executive Service (SES).
- The SES Officer levels are comprised of three executive remuneration bands. These bands are used to remunerate Police Commissioners employed under the Assistant Commissioner Contract of Employment, Deputy Commissioners appointed through Government in Council and VPS SES Officers employed under the Victorian State Government Standard Executive Contract.
- Senior Executive Service remuneration bands are subject to annual review by the Victorian State Government. The bands are maintained and published on the VPSC website.
- Total remuneration packages are negotiated with the Chief Commissioner and must be within the range applicable to the band.

Variations to salary

- Salaries are reduced as a result of employees engaging in purchased leave or deferred salary scheme (police members only) arrangements in accordance with **VPM Leave**.
- Employees can cash out certain leave entitlements in accordance with **VPM Leave**.

2. Salary

2.1 Salary on appointment, transfer or promotion

The following table reflects the categories, eligibility and criteria relating to salary for police members, VPS employees and Forensic Officer employees.

Category	Eligibility	Criteria
Initial Appointment	Police members	On commencement police members will be paid the minimum of the rank except if they are a reappointee or appointment of an employee with prior policing experience.

	VPS, Police Custody Officers and Forensic Officers	On commencement, employees will be paid the minimum salary of the grade, except in exceptional circumstances and only if there is evidence of: • The prospective employee already earning a higher salary or there is a documented offer of alternative employment that provides a more attractive salary; or • There are difficulties in attracting a suitable applicant because of the location, specialist nature or skill requirements of the job. In this case the requirements for commencing salary above the base apply; see section 2.2. Police Custody Officer Trainees (PCO1) will be paid at VPSG-1.1.4 for the duration of their initial training period.
Re-appointment or Appointment of an Employee with Prior Policing Experience	Police members	• An employee who previously held the rank of Sergeant or above who is appointed at the rank they previously held will be appointed at an increment that reflects their service at their previous rank. • An employee who is appointed at the rank of Sergeant or above and that rank is higher than the rank they previously held will be appointed at the first increment of the rank they are appointed to. • An employee who previously held a rank below Sergeant who is appointed to a rank below Sergeant will be paid at an increment that reflects their prior years of service. • An employee who previously held a rank of Sergeant or above and who is appointed at a rank below Sergeant will be paid at an increment that reflects their cumulative service at all ranks.
Salary on Promotion	Police members	Salary is the minimum of the rank to which the police member is promoted, including any allowance applicable to the position for which the employee is entitled and qualified.
	VPS, Police Custody Officers and Forensic Officers	• Employees who are promoted should receive a pay increase to the minimum salary of the new grade. • Where an employee was on temporary assignment for an identical role at a higher salary immediately prior to being promoted to a position of the same grade, they will continue to receive that same higher salary.
Salary on Transfer	Police members	A police member is entitled to the salary for the new position and any relevant allowance (if applicable) and if qualified.

(At level)	VPS	Employees who transfer maintain their existing salary arrangement unless the role was advertised at a higher value range, for example VPS grade 3.2. Salary renegotiation is only possible where the position has been advertised. In this case the requirements for commencing salary above the base apply; see section 2.2.
Retention of Employees – Offer of Outside Employment	Police members	Not applicable
	VPS	An employee's existing salary may be increased to match a documented offer of employment outside the public service but cannot exceed the maximum salary of the grade. See section 2.2 for the application process.
Salary at appointment to a different classification structure	Forensic Officers	For an employee transferring from one classification structure to another at a lower pay scale (e.g. Forensic Officer to VPS), requirements for salary above the base apply, see section 2.2.
	Protective Services Officers (PSO)	A PSO who has completed the Constable Qualifying Program and is appointed as a police officer, will be appointed to an increment in the Constable salary range commensurate with their salary as a PSO.
Salary at appointment to a lower VPS grade	VPS	For an internal employee transferring from one VPS grade to a lower VPS grade, salary negotiation may be possible as part of the recruitment process. Management must consider if budget is available to pay a higher salary, and the role, for example if the duties the employee will be performing will be at a higher value range. This should be considered on a case by case basis.

2.2 Application process for increasing salary

Salary above the base

Where a VPS employee requests a commencing salary above the base of the relevant VPS Grade on initial appointment or transfer, the following process applies (note that the application must be approved prior to the selected applicant commencing employment or transferring):

- complete the Salary Above the Base (VPS employee only) Application Form that can be located on the HRC intranet site (under recruitment and deployment)
- forward the application through line management to the relevant Department Head for endorsement, with the supporting documents attached
- following endorsement, send the form and supporting documents to the Director, Business Partnering and Workplace Relations Division (BPWRD), HRC for consideration.

Retention of employees – offer of outside employment

Where a VPS employee seeks an increase in existing salary to match a documented offer of external employment, the following process applies:

- complete the Salary Above the Base (VPS employees only) Application Form that can be located on the HRC intranet (under recruitment and deployment);
- attach documented evidence of the offer of secure employment that provides a more attractive remuneration package and/or other non-salary related benefits, such as reduced travel and/or childcare costs;
- forward the application form and documented evidence through line management to the relevant Department Head for endorsement;
- following endorsement, send the application form and documented evidence to the Director, BPWRD, HRC for consideration.

Note that in these cases, it may be an opportunity for a Work Unit Manager to:

- re-size the job and match the offer in accordance with **VPMG Work value assessments for VPS employees**; or
- develop another member of the team.

Amount of salary increase

The dollar value of any offer is to be rounded up to the closest progression point for Grades 1-4 and the equivalent amount to the applicant's current salary for Grades 5-7.

Any salary about the base must be considered consistently with Gender Pay Equity Principles outlined in *Victorian Public Service Enterprise Agreement*.

3. Higher Duties Allowances

3.1 Eligibility

- Higher duties allowances can be paid where an assignment has been approved in accordance with **VPM 306-13 Assignment process**.
- A higher duties allowance is not payable merely because of the absence of the occupant of the higher classified position. Allowances should only be approved where an employee is actually assigned to, and performs all the duties or part duties, of a higher classified/ranked position.
- Any employee who can no longer perform the duties at the higher classified/ranked position will not be eligible to continue to receive the higher duties allowance.

3.2 Application

The application form for higher duties can be accessed via HR Assist (using the status change section under employee self service).

Assignment to a position in another employment category

- It may sometimes be necessary to assign a VPS employee to a sworn position or a sworn employee to a VPS position.

- VPS employees can only be assigned to sworn positions in exceptional circumstances and will not perform any duties or obligations required by a sworn Constable of Police under the *Victoria Police Act 2013*.
- All positions have a work value established which determines the rank/classification level of the position. While the work value assigned to a position is transportable across employment categories, the salary levels applicable to a particular classification or rank are not.
- For ease of administrative processing, an assignee should be formally assigned against the vacant position (either sworn or VPS as the case may be) but will be paid a higher duties allowance in accordance with a comparative evaluation against work value descriptors.

Assignment to a Senior Executive Service Officer position in another employment category

- VPS SES Officer assignments should be limited to VPS employees only. In exceptional circumstances, the Chief Commissioner may appoint a sworn employee to a VPS SES role.
- The *Victoria Police Act* states that, only a 'police officer' may be appointed to act in a Police Commissioner role. As such, in exceptional circumstances, if the Chief Commissioner allows for a non-police officer to be upgraded, an equivalent VPS SES Officer position must be created for the acting VPS employee to occupy. Refer to the *Victoria Police Act* for further information regarding Police Commissioner acting arrangements.
- To ensure the administration and remuneration actions of the SES level assignments are processed without delay, all approved acting arrangements must be directed to Executive Payroll.

3.3 Partial Higher Duties for VPS employees

Assessment of duties

Where a VPS employee performs only part of the duties of a position, the appropriate manager should assess the proportion of the duties to be assigned and recommend the payment of a commensurate proportion of the higher duties allowance. This occurs when a VPS employee is assigned to act in a position more than one level above their substantive level.

Percentage of duties assigned

- The VPS employee assigned must be advised, prior to the assignment, of the duties they are expected to perform and the percentage of higher duties allowance that will be paid.
- A minimum of 25% of the duties of the higher position must be assigned to constitute a higher duties assignment. On that basis, a minimum of 25% of a higher duties allowance can be paid. For ease of administration, employees should be assigned 25%, 50% or 75% of the duties of the higher classified position and paid a commensurate percentage of the higher duties allowance.

Sharing of higher duties

More than one VPS employee sharing the duties of a higher classified position may be paid appropriate proportions of the allowance. In such instances the minimum portion of duties for any individual must be 25% and the total shares of a higher duties allowance must not exceed

100%.

3.4 Part time employees

Part-time employees are eligible to receive higher duties allowances when acting in either full or part time positions of a higher rank/classification. The allowance is paid at the rate appropriate to the proportion of duties performed, based on the hours actually worked (i.e. pro rata).

3.5 Deferred Salary Scheme (sworn only)

Electing to participate in a Deferred Salary Scheme does not limit a police member's eligibility for assignments, secondments or other developmental opportunities. During the qualifying period of the scheme, while undertaking higher duties assignments, the base salary will be paid at the deferred salary scheme rate, however the higher duties allowance will be paid at non-deferred salary rate. See **VPM Leave** for more information on this scheme.

3.6 Assignment to Senior Executive Service positions

A higher duties allowance to a SES Officer position is paid for assignments in excess of five working days.

Assignment opportunities should be limited to the classification immediately below the role being acted in. If assignment to a SES Officer position is to be applied for greater than or equal to two classifications/ranks above the assignees substantive classification/rank, approval must be sought from the relevant Executive Command member. *For example, VPS-5 acting in an EO-3 role or Inspector acting in an Assistant Commissioner role.*

3.7 Entitlements

Calculating Entitlement (for non- Senior Executive Service Officer positions)

The level of allowance must be in proportion to the extent of the higher duties performed, and must be calculated on the base of the Grade or Value Range.

Police members

- Due to the nature of operational policing and current rostering arrangements, employees are generally assigned higher duties for a period of full calendar weeks, and generally utilise the equivalent of two rest days each week over the period of assignment.
- For payment, it is assumed that an employee on higher duties assignment worked the "normal" five days on/two days off in each week of the assignment. If due to rostering arrangements, the employee works other than this in a particular week or where an assignment is for a period which includes part of a week, details of rest days taken must be included on the higher duties application via HR assist.
- Where an employee who is below the rank of Sergeant is directed to perform Sergeant supervision duties for a shift or a Sergeant is directed to perform Senior Sergeant supervision duties for a shift, they are entitled to receive higher duties for that shift (as per clause 66.2 and 66.3 of the *Victoria Police (Police Officers Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2019*).

- Employees entitled to be paid a higher duties allowance must be paid on an hourly basis for the entire period higher duties are worked.
- Employees will be paid at the first progression point attached to the first year of service in the higher rank or position they are assigned to, however, where the higher duties would cause a financial detriment, the employee will continue to receive the same remuneration as their substantive position.

VPS employees

- The amount of allowance payable is equal to the difference between the employee's current substantive salary and the minimum salary level for the higher classification band or value range.
- A higher duties allowance is paid to a VPS employee for a period equal to or greater than five consecutive working days.

Senior Executive Service Officer positions

- The Chief Commissioner may pay a higher duties allowance to a SES Officer undertaking a temporary assignment that is at a higher band level. The Chief Commissioner will determine an appropriate remuneration level for the period of the temporary assignment. Please refer to the Executive Remuneration Policy for further information on SES higher duties payments.
- To ensure the administration and remuneration actions of the SES level assignments are processed without delay, all approved acting arrangements must be directed to Executive Payroll.

Examples:

1. *A SES at band 3 level is asked to undertake an acting role for two months in a position that is at band 2 level. The employer may pay an allowance to the executive at an appropriate total remuneration package for the two-month period.*
2. *A SES who temporarily undertakes a role that encompasses different responsibilities within the same band level. The employer may determine appropriate remuneration for the period of the temporary assignment.*
3. *A non-SES is assigned to an executive role at band 3 level. The employer may determine an appropriate allowance for the period of the assignment.*

3.8 Effect on other allowances and payments

Payment of commuted overtime allowance during assignments

Police members assigned to a position that attracts the commuted overtime allowance are entitled to be paid the appropriate commuted overtime allowance applicable to the higher assigned rank for the period of the higher duties on a pro-rata basis.

Payment of 'one-person station allowance' during assignment

A police member assigned to a position which attracts a "one-person station allowance" for any period of seven or more consecutive days (inclusive of rest days) is entitled to be paid the appropriate allowance on a pro-rata basis.

Payment during overtime

Employees on higher duties assignment are entitled to be paid for any overtime worked at the

higher duties rate. For VPS employees, payment of overtime whilst on higher duties must be in accordance with the provisions of the employment agreement.

Incremental progression during higher duties (VPS employees)

- Where a VPS employee has been acting in higher duties for a period of 12 months, the employee is eligible for progression (or a top of Grade or Value Range 1% payment) for continued performance of the higher duties beyond 12 months.
- If a VPS employee acting in a higher position receives progression in the higher position, they will be deemed to have progressed to the next progression level in their substantive position upon returning to it.
- Where a VPS employee has been acting in higher duties for a period of less than 12 months, the employee will still be eligible for progression (or a top of Grade or Value Range 1% payment) in their substantive position.

3.9 Payment during periods of leave

Police members

- If a police member is absent from work on leave, the leave is not deemed to have interrupted the period of higher duties if the employee returns to the same higher duties after their leave.
- Where a sworn employee continues to be paid for the higher duties allowance while on leave, the position cannot be back-filled by another employee on assignment.

VPS employees

- If a VPS employee is absent from work on any paid leave while performing higher duties, they will continue to be paid the higher duties allowance if they return to the same higher duties after their leave.
- Where leave is taken at half pay, the higher duties allowance is also paid at half pay.

3.10 Payment

- A higher duties allowance will be paid from the date the employee actually starts performing the duties of the higher ranked/classified position.
- Higher duties allowances must only be paid once the delegate has approved the assignment in accordance with process.

3.11 Recognition of higher duties salary for superannuation purposes

- Employees seeking recognition of higher duties salary for the purpose of superannuation contributions and consideration toward their Final Average Salary must first apply to the ESSSuper Board for approval.
- Police members acting in higher duties for a continuous period of two years, and who have approval from the ESSSuper Board, may apply to the Assistant Commissioner, HRC to have their higher duties salary recognised, from the commencement of the two year period onwards, for the purpose of superannuation contributions.
- Police members who have their higher duties salary recognised for the purpose of superannuation contributions and subsequently reduce in salary may apply to the Assistant Commissioner, HRC to continue payment of superannuation contributions at the

higher salary and for those salaries to be recognised in the calculation of their superannuation benefit.

4. Over and under payments

On occasion, employees may be paid salary, allowances or other monetary entitlements that are either over or under Victoria Police's legislative obligations. The process for reimbursing or recouping these payments is outlined in this section.

4.1 Notification

- Where an employee identifies an overpayment or underpayment they must notify the employer.
- Where an employer identifies an overpayment or underpayment they must notify the employee.

4.2 Overpayments

Liable to repay

- If an employee has received an overpayment they are liable to repay overpaid money through a single repayment or mutually agreeable repayment plan.
- Retrospective and recovery of overpayments has been limited to a maximum of three years, covering the financial year in which the overpayment is detected and the preceding two financial years.

Method of repayment

- Employees have the option to repay the overpayment as a lump sum for the full amount or by fortnightly instalments. Either repayment option can be made by salary deduction(s) or EFT.
- Previous employees of Victoria Police can only make repayments by EFT, either in instalments or for the full amount. If the amount is not repaid within 14 days the matter is forwarded to Corporate Finance Department to follow up with the former employee.
- In coming to a mutually agreeable repayment plan between the relevant HR Practitioner and the employee, the employee's personal circumstances will be considered to ensure the plan does not cause severe financial hardship. Employees may be required to complete a Statement of Affairs (available on the Victoria Police Intranet site) to support their financial situation.

Timeframes and negotiating repayment plans

- Employees should endeavour to formally negotiate a mutually agreeable repayment plan with the HR Practitioner as soon as practicable once they are notified of an overpayment.
- Where a VPS employee does not respond or negotiate a reasonable repayment plan, they will be notified in writing that their ordinary fortnightly salary will be deducted by one tenth of that amount commencing in the next available pay period.
- Police members must agree to a repayment plan in writing as per clause 63.5 of the *Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement*.

Employees reaching end of service

If the employment relationship is terminated, the employer may withhold any overpayment from the employee's termination payments in accordance with clause 63.7 of the *Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits Enterprise Agreement)* or in accordance with clause 33.5 of the *Victorian Public Service Enterprise Agreement* and clause 56(8) of the *Financial Management Act 1994*.

4.3 Underpayments**Timeframe for payment**

- Victoria Police must pay an employee any underpaid ordinary salary or regular allowances within a reasonable timeframe of the amount falling due, except where the underpayment is a result of the employee's own error.
- If the underpayment is a result of the employee's own error, Victoria Police will pay the underpaid amount within 14 days.

Responsibility for arranging payment

Where an underpayment of a former employee is identified, the relevant HR Practitioner will take all reasonable steps to advise the employee in writing and arrange the payment.

4.4 Reimbursement for expenses

If an overpayment or underpayment is incurred due to an employer error, employees may be reimbursed for reasonable out of pocket expenses, including accountancy fees for amendment of income tax return, bank fees or charges, on presentation of an itemised receipt.

Employees should apply for reimbursement of these expenses through their HR Practitioner, Finance or Corporate Payroll HR Practitioner.

4.5 Appeals – overpayments**Grounds for appeal**

Employees may apply to be relieved from all or any part of the overpaid amount, to the relevant Minister. Grounds for appeal may include:

- overpayment has occurred since the employee commenced employment with Victoria Police. It may be considered that a contractual arrangement exists between the employer and employee providing the employee did not supply incorrect or misleading information which would have led to the overpayment;
- instances of long standing overpayments of salary where it is established beyond reasonable doubt that the person concerned was not aware of the overpayment and did not give incorrect or misleading information which may have caused the overpayment;
- overpayment of higher duties allowance, provided that appropriate additional duties have been performed;
- overpayment of pay in lieu of long service leave having regard to the employee's financial circumstances, their honest belief that the payment was correct and if the employee was not advised of the error for over twelve months, by which time the money had been expended;

- the employee is no longer employed by Victoria Police and the former employee has little or no income and the recovery of the money would result in severe financial hardship;
- compassionate grounds, which will be determined on a case by case basis; or
- other grounds where exceptional circumstances exist.

Application process

- Submit an appeal application to the Assistant Commissioner, HRC, within 21 days of being notified of an overpayment. Any appeal application made on the basis of financial hardship should include a Statement of Affairs.
- The Assistant Commissioner, HRC, must attach a detailed statement of the overpayment and any supporting evidence to the appeal application prior to providing the documentation to the Chief Commissioner for consideration or referral to the relevant Minister for consideration.
- Where an employee makes application for relief from their overpayment, any action to recoup the funds should be placed on hold pending the decision.

5. Leave loading

Employees receive 'leave loading' in addition to payment of their accrued recreation leave. The amount of leave loading is a percentage of the employee's base rate of pay (exclusive of penalties and allowances).

Employees do not need to apply for leave loading; it is applied by Victoria Police in accordance with this section.

Leave loading applies to all employees except for Commissioners or Senior Executive Service Officers.

5.1 Conditions

Police members

- Police members at or below Inspector level receive leave loading of 17.5% of their base rate of pay for the first four weeks (152 hours) of recreation leave each year. The rate for Superintendent and above is Superintendent level 1 base rate of pay.
- Leave loading is paid at the time recreation leave is taken throughout the year.
- If the member ceases work during the year or takes any period of leave without pay, the amount of leave loading the member is entitled to is affected and Victoria Police will recoup the difference in accordance with section 4.

VPS employees

- VPS employees receive leave loading of 17.5% for four weeks (152 hours) of accrued recreation leave. The base rate is the employee's ordinary rate of pay when taking recreation leave. Leave loading also applies to accrued but unused recreation leave if the employee ceases work.

- VPS employees who work shifts (and their rostered time includes Sundays) also receive leave loading on their additional recreation leave entitlement (refer to the *Victorian Public Service Enterprise Agreement*).
- An allowance equal to any additional payments to which the employee would be entitled for shift, Saturday or Sunday duty which the employee would be required to perform if they were not proceeding on annual leave.
- The maximum allowance payable will not exceed an amount calculated in respect of salary at the top of a VPS Grade 4.

6. Gratuity payments

Gratuity payments apply to VPS employees only.

6.1 Criteria and conditions

- The gratuity amount is based upon the work value assessment (see relevant industrial agreement for the current remuneration schedules or **VPMG Work value assessments** for information on work value assessments).
- Victoria Police must account for all expenditure of public monies and ensure that all approved gratuities do not contravene **VPM Conflict of interest**. To ensure this occurs, a gratuity:
 - may be paid only where no other mechanism exists to recognise the special work, such as higher duties (see section 3) or reclassification of the position (see **VPMG Work value assessments**);
 - must not be used to supplement salary or as a workplace incentive. Other incentive mechanisms should be used (see **VPM Performance and professional management**).
- A gratuity is usually retrospective where 'special work' has been performed, and the employee remains in their substantive position. It is normally for no longer than three months, except in unique and exceptional circumstances.
- If the employee has performed more than one period of 'special work' that warrants a gratuity payment, a separate application for each period is required must be substantiated each time.

6.2 Applying for a gratuity

- To apply for a gratuity, complete the Application for Payment of Gratuity Form [Form 1404] and submit it through line management to the Department Head. The application must detail the nature of the special work performed, the period this work was performed and a proposed amount/rate and the basis for this proposed amount/rate.
- The Department Head must consider the application for endorsement. They must consult with the Departmental Business Manager to verify that funding for the proposed gratuity exists.
- If the application is endorsed, the Department Head must send it to BPWRD, HRC. They must conduct a work value assessment to verify the 'special work' is of a higher work

value and may recommend to the authorised delegate that the request be supported, not supported or propose an alternative amount based on their findings.

- Applications for payment of a gratuity less than \$10,000 must be authorised by the delegate (the Director, BPWRD).
- Applications for payment of a gratuity exceeding \$10,000 must be endorsed by the relevant Deputy Commissioner/Deputy Secretary before final approval by the delegate (Assistant Commissioner, HRC).

6.3 Reporting

BPWRD reconciles all gratuity payments against supporting documentation on a bi-annual basis. Each financial year, BPWRD provides a certified report to the Chief Commissioner verifying all gratuity expenditure and assurance regarding supporting documentation.

Related documents

VPMP Performance and professional management
VPM Leave
VPM Mobility and redeployment (police members)
VPM Conflict of interest
VPM 306-10 Transfer and promotion (VPS)
VPMG Work value assessments
VPM Deployment (members)
VPM Travel

Victoria Police Act 2013 (Vic)
Victoria Police Regulations 2014 (Vic)
Public Administration Act 2004 (Vic)
Financial Management Act 1994 (Vic)
Fair Work Act 2009 (Commonwealth)

Victorian Public Service Enterprise Agreement 2024
Victoria Police (Police Officers, Protective Services Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025
Victorian Public Service Executive Officer Handbook
Victorian State Government Standard Executive Contract

Further advice and information

For further advice and assistance regarding this policy, contact Workplace Relations by email to WRD-GENERAL-MGR.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
11/02/19	This document combines and consolidates VPMP Remuneration, VPMG Salary on appointment, transfer or promotion, VPM 303-2 Higher duties allowance, VPMG Over and under payments, VPMG Leave loading, VPMG Gratuity payments, and VPMG Business travel.	FF-133052
01/07/19	Updates to the Overpayment and Business Travel sections to provide further clarity.	FF-133052
06/04/20	Updates to salary above the base process; updates to business travel, higher duties allowances and over and under payment sections to provide further clarity.	FF-133052 – 1 FF-133052 - 2
18/12/20	Minor updates to incorporate changes to <i>Victorian Public Service Enterprise Agreement 2020</i> and <i>Victoria Police (Police Officers, Protective Service Officers, Police Reservists and Police Recruits) Enterprise Agreement 2019</i> .	FF-185267
10/03/21	Minor update to Business Travel section to include link for LGBTIQ employees travelling internationally	FF-191451
03/01/23	Updated to reflect change from Executive Director to Assistant Commissioner, HRC. Approval for overseas travel for operational purposes changed from Deputy Commissioner, Specialist Operations to DC, Public Safety and Security because of portfolio change for Intelligence and Covert Support Command.	N/A
28/08/2025	Updated to remove reference to Business Travel. Application and approval processes for domestic and international travel are now located in VPM Travel	FF-217038 FF-133052-1