

SCHEDULE TO SALARY PACKAGING REQUEST/AGREEMENT

Under the terms and conditions of the Remuneration and Benefits Policy, Queensland University of Technology offers staff a salary packaging option whereby remuneration is taken as cash salary and benefit items. Queensland University of Technology will have regard to the preferences of staff as to package structure, but Queensland University of Technology will determine what benefit items are to be offered to staff. The salary packaging scheme will be administered by PackagePlus, at the sole discretion of Queensland University of Technology. The general terms and conditions, which will apply, are:

1. The maximum portion of remuneration, which shall be taken as benefit items, shall be 50% of your Total Employment Cost (TEC) which comprises your current gross salary, plus loadings, plus superannuation, plus payroll tax. Superannuation contributions can be packaged in excess of this limit subject to the Australian Taxation Office contribution limits.
2. Benefit items to be packaged can only include those listed in the Salary Packaging Manual.
3. The staff member undertakes to advise the PackagePlus of any change to their benefits packaged, employment status or salary payments which would affect their salary package arrangements. PackagePlus must be advised immediately in writing upon termination of your employment or resignation, notification should be emailed to qut@packageplus.com.au or posted to PackagePlus, PO Box 4070, Lane Cove, NSW 1595.
4. The cost of administering the salary package via PackagePlus and any associated financial advice sought shall be borne by the staff member.
5. Upon resignation or termination of employment, a pro-rata reconciliation to the date of termination of unused benefit items will be undertaken and any residual will be paid out as salary on which the relevant tax will be deducted. Should there be any over-expenditure on a pro-rata basis in respect to reimbursement of benefit items, this amount shall be deducted by Queensland University of Technology from final monies due. If the final monies due to a staff member are insufficient to meet the over-expenditure, Queensland University of Technology shall, upon demand, be reimbursed the outstanding amount by the staff member.
6. Reconciliation will be prepared at end of the package. Any amount of benefit items unused may be converted and added to salary payment on which PAYG tax will be deducted, or be set off against amounts due in an ongoing package.
7. It is recognised and accepted that Queensland University of Technology has no liability for the staff member's taxation or any other outcomes resulting from entering into this arrangement.
8. This Agreement shall operate until the cessation of your salary package.
9. Withdrawal from this arrangement is permitted by giving one month's notice at which time the arrangements under point 6 of the Agreement will come into effect whether or not withdrawal is as a result of termination or other factors.
10. On entering into this agreement, it is agreed that the benefit payments packaged are legitimate expenditures in line with items available for packaging.

I have read, acknowledge and accept the above terms and conditions and wish to enter into an agreement with Queensland University of Technology, whereby I can participate in the University's Salary Packaging Program.

(Signed)

Date