

Remuneration and Benefits Procedure - Performance Pay

This procedure is being updated to reflect the new Enterprise Agreement and may currently contain out of date information. If you have any questions, please lodge an Ask HR ticket.

Section 1 - Background and Purpose

- (1) The University is committed to recognising and rewarding excellent performance.
- (2) The purpose of this procedure is to ensure consistency, transparency, fairness and equity when applying performance payments.

Section 2 - Scope

- (3) This Procedure applies to:
 - a. all fixed term and ongoing staff who participate in the Career Success Annual Cycle.
- (4) The benefits contained in this Procedure are subject to any annual provision the University makes for performance payments based on the University's financial performance. Therefore the Vice-Chancellor has absolute discretion to amend the benefit outcomes on an annual basis.

Section 3 - Policy Statement

- (5) Refer to the [Remuneration and Benefits Policy](#).

Section 4 - Procedures

(6) Performance pay outcomes are determined by the final overall performance rating outcome documented in each staff member's Career Success Annual Plan. The following table details the performance pay outcome for each Career Success performance rating:

Overall Performance Rating	Performance Pay Outcome (applies to all fixed term and ongoing staff)
5. Outstanding	4% Bonus Payment
4. Exceeds Expectation	1% Bonus Payment
3. Meets Expectation	None
2. Needs Improvement	Increment Withheld (where incremental progression is available)
1. Unsatisfactory	Increment Withheld (where incremental progression is available)

(7) The Bonus Payment is calculated on a staff member's base salary and current level, as at the 31st December. The

payment will normally be paid in the second pay period in April following the Career Success parity and approval processes.

(8) Staff that commence with the University after the start of the Career Success Annual Cycle and who qualify for a Bonus Payment will receive a pro-rata portion of the payment.

(9) The withholding of increments must be in accordance with conditions set out in the [Enterprise Agreement](#). Staff that receive a performance rating outcome of 3, 4, or 5, and where incremental progression is available, will receive an increment on their service anniversary date.

(10) The approval of final overall performance rating outcomes is in accordance with the parity approval details in the [Performance Procedure - Annual Performance Cycle](#).

Section 5 - Definitions

(11) For the purpose of this Procedure:

- a. [Enterprise Agreement](#): refers to the current [La Trobe University Enterprise Agreement 2023](#).
- b. Career Success: is the annual individual staff work and performance plan deployed at the University.
- c. Performance Pay is:
 - i. A one off annual bonus payment; and
 - ii. The increment increase within classification levels contained in the [Enterprise Agreement](#).

Status and Details

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Effective Date	23rd February 2018
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Approval Date	8th February 2018
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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