Remuneration and Benefits Procedure - Senior Staff Annual Remuneration Review

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive – Policy	Chief Operating Officer
Responsible Manager – Policy	Chief People Officer
Review Date	27 July 2029

Section 2 - Purpose

(1) University staff that are employed under a Senior Staff Contract (SSC) or an Executive Contract are excluded from receiving Enterprise Agreement pay increases under the terms and conditions of their contract. In place of this, unless otherwise stated in their contract, they are eligible for an annual review of their remuneration which is administered and determined in accordance with this procedure. Therefore the purpose of this procedure is to:

a. detail the general conditions, eligibility and process for the annual review of remuneration for eligible staff; and
b. provide a framework to ensure consistency and transparency of process and detail the process for providing outcomes.

Section 3 - Scope

(2) This Procedure applies to:

a. all staff employed at the University under a SSC or Executive employment contract, who are eligible for an annual review of their remuneration in accordance with their contract conditions.

Section 4 - Key Decisions

Key Decisions	Role
Determine adjustments to an individual's Senior Staff Contract or an Executive Contract Total Remuneration Package	Remuneration Review Committee

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Section 5 - Policy Statement

(3) Refer to Remuneration and Benefits Policy.

Section 6 - Procedures

(4) Employment conditions contained in SSC and Executive employment contracts include the requirement for an annual remuneration review. This review is conducted in June/July annually by the Vice-Chancellor's Remuneration Review Committee (RRC), comprised of the Vice-Chancellor and the Chief Operating Officer. The RRC will take advice from the Chief Financial Officer, Chief People Officer and the Director, Talent Acquisition & Remuneration. The exception to this is that the review for any eligible staff that report to the Vice-Chancellor are considered directly by the Vice-Chancellor and the Chancellor.

(5) The effective date of any adjustment to the individual's Total Remuneration Package (TRP) as determined by the RRC is 1st July annually.

(6) Staff that commence at the University, or existing staff that received a remuneration increase outside of this Procedure, on or after the 1st January of the year of the review are ineligible for review in that year.

(7) Staff that commenced at the University, or existing staff that received a remuneration increase outside of this Procedure, between 1st July and 31st December of the previous year may receive a pro-rata application of the increase or may be excluded at the discretion of the RRC.

(8) The RRC will consider the following in assessing any variation to an individual's remuneration:

a. market data and sector movements over the preceding 12 months;
b. the individual's current remuneration position within their ESMC classification range;
c. the individual's performance rating from the previous Annual Performance Cycle; and
d. the University's financial position.

(9) Staff will be advised of the outcome of the review noting that a review will not necessarily lead to an increase in remuneration.

Section 7 - Definitions

(10) For the purpose of this Procedure:

a. Executive Contract: is an employment contract that is not governed by the terms and conditions of a Enterprise Agreement.
b. Executive and Senior Management Classification (ESMC): is a structure of four classification levels deployed at the University, and informed by Mercer, that govern the classification and salary ranges of senior level positions.
c. Senior Staff Contract (SSC): is a contract that is governed by the terms and conditions of the University's Enterprise Agreement, however certain Clauses in the Agreement including salary increase do not apply.
d. Total Remuneration Package (TRP): is the total of base salary, any salary allowances/loadings and employer superannuation contribution.

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Section 8 - Authority and Associated Information

(11) This Policy is made under the La Trobe University Act 2009.

(12) Associated information includes:

a. Talent Acquisition and Remuneration intranet

Status and Details

Status	Current
Effective Date	27th April 2018
Review Date	27th April 2021
Approval Authority	Vice-Chancellor
Approval Date	26th April 2018
Expiry Date	Not Applicable
Responsible Manager - Policy	Regan Sterry Chief People Officer
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