

# Remuneration and Benefits

## Procedure - Senior Staff Annual Remuneration Review

**This procedure is being updated to reflect the new Enterprise Agreement and may currently contain out of date information.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) University staff that are employed under a Senior Staff Performance Contract (SSPC) or an Executive Contract are excluded from receiving Collective 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 2 - Scope

(2) This Procedure applies to:

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

### Section 3 - Policy Statement

(3) Refer to [Remuneration and Benefits Policy](#).

### Section 4 - Procedures

(4) Employment conditions contained in SSPC and Executive employment contracts include the requirement for an annual remuneration review. This review is conducted in July/August annually by the Vice-Chancellor's Remuneration Review Committee, comprised of the Chief Financial Officer, Executive Director, Human Resources and Senior Remuneration & Benefits Advisor. 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.

(5) The effective date of any adjustment to the individual's Total Remuneration Package (TRP) 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 receive a pro-rata application of the increase.

(8) The Committee 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 Career Success cycle
- d. The University's financial position

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

## Section 5 - 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 [Collective 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 Performance Contract (SSPC): is a contract that is governed by the terms and conditions of the University's Collective 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.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	27th April 2018
<b>Review Date</b>	27th April 2021
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	26th April 2018
<b>Expiry Date</b>	Not Applicable
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