

# Remuneration and Benefits Policy

**This policy is being updated to reflect the new Enterprise Agreement and may currently contain out of date information.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 aims to be an employer of choice for current and prospective staff. The University is committed to attracting and retaining high performing academic and professional staff and recognising and rewarding outstanding performance.

(2) This Policy provides guidance to University managers to ensure the consistent application of remuneration and reward outcomes that are:

- a. market competitive
- b. fair and equitable
- c. structured to ensure gender pay equality
- d. legally compliant; and
- e. within the 'capacity to pay' of the University

## Section 2 - Scope

(3) This Policy is applicable to all staff members who are directly engaged in employment through either:

- a. The [La Trobe University Enterprise Agreement 2023](#), approved by the Fair Work Commission (the 'Collective Agreement'); or
- b. Executive Position Contracts.

## Section 3 - Policy Statement

(4) Remuneration is the term used to describe the reward for employment in the form of salary and/or benefits and/or incentives.

### Principles

(5) The University's approach to the provision of salary, benefits and incentives to staff are based on the following principles:

- a. remuneration is fair and equitable, market competitive, supported by transparent processes and policies and complies with relevant legislation and industrial requirements;
- b. remuneration strategy, as approved by the Vice-Chancellor, will include consideration of the commitment to attract and retain high performing staff as well as the University's capacity to pay;

- c. remuneration rewards are strongly aligned with the University's annual performance management cycle, which measures and rewards both performance and behaviours, to encourage high performance from staff which contributes to the overall success of the University;
- d. relevant best practice standards, industry benchmarking, gender pay equity and internal relativity considerations will inform remuneration and reward;
- e. an appropriate classification system of roles is used to achieve equality across the University.

## Section 4 - Procedures

(6) Please refer to:

- a. [Remuneration and Benefits Procedure - Academic Leadership Allowances](#)
- b. [Remuneration and Benefits Procedure - Executive and Senior Management Classification](#)
- c. [Remuneration and Benefits Procedure - Performance Pay](#)
- d. [Remuneration and Benefits Procedure - Salary Loadings](#)
- e. [Remuneration and Benefits Procedure - Senior Staff Annual Remuneration Review](#)

## Section 5 - Definitions

(7) For the purpose of this Policy:

- a. Classification refers to:
  - i. the placement of positions for both academic, professional and administrative staff within La Trobe University classification structures as defined by the relevant framework in the [Enterprise Agreement](#); and
  - ii. The placement of senior level positions within the Executive and Senior management Classification (ESMC) structure as defined by Mercer classification model deployed at the University
- b. Remuneration is the term used to describe the reward for employment in the form of salary and/or benefits and/or incentives.
- c. Superannuation is the arrangement the staff member makes to have funds available for them in retirement. Superannuation in Australia is governed by federal legislation which includes the setting of minimum contribution levels. Superannuation payment contributions are made into the staff member's super fund by the University and, where elected by the staff member, topped up by the staff member's own payment contribution.
- d. The University is La Trobe University.

## 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
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