

Remuneration and Employment Benefits Policy



- [Overview](#)
- [Scope and Application](#)
- [Policy](#)
- [Principles](#)
- [Procedures](#)
- [Definitions](#)

OVERVIEW

The University aims to provide attractive conditions of employment for its staff. This policy supports the University's primary goals of teaching, learning and research by supporting the attraction, retention, recognition and rewarding of staff through remuneration and a range of other benefits.

SCOPE AND APPLICATION

This policy applies to all staff members. Any exceptions are detailed in the relevant procedures. This policy is intended to operate in conjunction with other complementary University policies, the University of Adelaide Enterprise Agreement (as amended) and with practices and business processes that collectively enhance the University's good governance and best management practice objectives.

POLICY PRINCIPLES

Conditions of employment with the University in relation to remuneration and financial/non-financial benefits are based on the following principles:

1. Remuneration and conditions of employment encourage, recognise and reward high performance by staff members and contribute to the overall success of the University.
2. Remuneration and conditions of employment comply with relevant legislation, industrial requirements and obligations.
3. Remuneration levels and conditions of employment are set according to the University's strategic and operational requirements, the Executive Manager Framework and reflect the broader economic environment in which the University operates.
4. Remuneration practices are based on principles of fairness and pay equity.
5. Remuneration practices are transparent and remuneration information is maintained confidentially and in accordance with privacy requirements.
6. Work value and classification standards are recognised as the underlying elements for determining remuneration.
7. Financial and non-financial rewards motivate staff to achieve high performance and where possible are tailored to meet the needs of the individual and the University.

Authorities

| Key | Authority Category | Authority | Delegation Holder | Limit |
|-----------------|-------------------------------|---|---|--|
| Human Resources | Accelerated Salary Increment | <ul style="list-style-type: none"> Approve accelerated salary increment | Vice-Chancellor & President | |
| Human Resources | Accelerated Salary Increment | <ul style="list-style-type: none"> Approve accelerated salary increment | Executive Dean/Corporate Manager/Divisional Head | |
| Human Resources | Attraction/ Retention Loading | <ul style="list-style-type: none"> Approve Attraction/Retention, loading which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Provost | For academic staff within the financial delegation of the Provost |
| Human Resources | Attraction/ Retention Loading | <ul style="list-style-type: none"> Approve Attraction/Retention, loading which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Chief Operating Officer | For professional staff within the financial delegation of the COO |
| Human Resources | Attraction/ Retention Loading | <ul style="list-style-type: none"> Approve loading for the attraction of prospective staff or the retention of the existing staff member | Executive Dean/Corporate Manager or Divisional Head | Up to 25% of maximum base salary for the classification and no greater than \$50K within the approved budget |
| Human Resources | Agreed Salaries | <ul style="list-style-type: none"> Approve an agreed salary that is above the salary scales under the Enterprise Agreement | Executive Dean/Corporate Manager or Divisional Head | Up to 25% of maximum base salary for the classification |
| Human Resources | Agreed Salaries | <ul style="list-style-type: none"> Approve an agreed salary which will | Provost | For academic staff within the |

| | | | | |
|-----------------|-------------------------------------|--|---|---|
| | | <p>result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%.</p> <ul style="list-style-type: none"> • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | | financial delegation of the Provost |
| Human Resources | Agreed Salaries | <ul style="list-style-type: none"> • Approve an agreed salary which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Chief Operating Officer | For professional staff within the financial delegation of the COO |
| Human Resources | Broadbanding | <ul style="list-style-type: none"> • Approve the broadbanding of a position | Executive Dean/Corporate Manager/Divisional Head/Pro-Vice Chancellor | |
| Human Resources | Classification – Professional Staff | <ul style="list-style-type: none"> • Approve reclassifications | Director, HR Advisory | |
| Human Resources | Classification – Professional Staff | <ul style="list-style-type: none"> • Approve classification | Executive Director Human Resources | Senior Manager Levels 1, 2, and 3 |
| Human Resources | Classification – Professional Staff | <ul style="list-style-type: none"> • Approve classification | Director, HR Advisory | HEO Level 10 |
| Human Resources | Classification – Professional Staff | <ul style="list-style-type: none"> • Approve classification | HR Advisor | HEO Levels 1 - 9 |
| Human Resources | Higher Duties | <ul style="list-style-type: none"> • Approve higher duties allowance | Head of School or Branch/Faculty Executive Manager/Faculty Executive Director | |
| Human Resources | Responsibility Loadings | <ul style="list-style-type: none"> • Approve responsibility loading which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the | Provost | For academic staff within the financial delegation of the Provost |

| | | | | |
|-----------------|-------------------------|--|--|---|
| | | <p>classification by 25%.</p> <ul style="list-style-type: none"> • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | | |
| Human Resources | Responsibility Loadings | <ul style="list-style-type: none"> • Approve responsibility loading which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Chief Operating Officer | For professional staff within the financial delegation of the COO |
| Human Resources | Responsibility Loadings | <ul style="list-style-type: none"> • Approve Responsibility loading for staff members that take on additional responsibilities | Executive Dean/Corporate Manager/Divisional Head | Up to 25% of maximum base salary for the classification and not greater than 50K within the approved budget |
| Human Resources | Loadings | <ul style="list-style-type: none"> • Approve loading for staff members that take on additional responsibilities | Executive Dean/Corporate Manager/Divisional Head | Up to 25% of maximum base salary for the classification and not greater than 50K within the approved budget |
| Human Resources | Loadings | <ul style="list-style-type: none"> • Approve responsibility loading which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Provost) | For academic staff within the financial delegation of the Provost |
| Human Resources | Loadings | <ul style="list-style-type: none"> • Approve responsibility loading which will result in a Total Remuneration Package (TRP) which | Chief Operating Officer | For professional staff within the financial delegation of the COO |

| | | | | |
|-----------------|-------------------|---|--|---|
| | | <p>exceeds maximum salary for the classification by 25%.</p> <ul style="list-style-type: none"> • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | | |
| Human Resources | Performance Bonus | <ul style="list-style-type: none"> • Approve performance bonus which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Provost | For academic staff within the financial delegation of the Provost |
| Human Resources | Performance Bonus | <ul style="list-style-type: none"> • Approve performance bonus which will result in a Total Remuneration Package (TRP) which exceeds maximum salary for the classification by 25%. • TRP comprises of any combination of base salary, superannuation leave loading, other loadings and bonus. | Chief Operating Officer | For professional staff within the financial delegation of the COO |
| Human Resources | Performance Bonus | <ul style="list-style-type: none"> • Approve performance bonus | Executive Dean/Corporate Manager/Divisional Head | Up to \$50K within approved budget |

PROCEDURES

- [Loadings, Allowances and Performance Bonus Procedure](#)
- [Broadbanding Procedure](#)
- [Position Classification Review Procedure](#)
- [Payroll Bona Fides Review Procedure](#)

DEFINITIONS

Refer to the University Policies and Procedures Glossary of terms.

| | |
|---------------------------------|---|
| RMO File/Document Number | 2016/14178 |
| Policy Custodian | Chief Operating Officer and Vice-President (Services and Resources) |
| Responsible Officer | Executive Director, Human Resources |

| | |
|---|---|
| Endorsed by (Academic Board or VCC) | Vice-Chancellor's Committee on 5 February 2016 |
| Approved by | Vice-Chancellor and President 16 December 2016 |
| Related Documents and Policies | Recruitment Policy Behaviour and Conduct Policy Staff Development, Performance & Promotion Policy Health Safety Wellbeing Policy Workforce Management Policy Enterprise Agreement Practice of a Discipline Outside the University |
| Related Legislation | Fair Work Act 2009 (Cth) Privacy Act 1988 Equal Opportunity Act 1984 (SA) Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 |
| Superseded Policies | Leaving the University Policy Attraction/Retention Loading Policy Bonus Payment Policy Responsibility Loading Policy Salary Increment Policy Salary Determination Guidelines (Academic Staff) Time Records Policy and Guidelines Leave Without Pay Policy Parliamentary Candidature Policy Salary On-cost Estimation Guidelines and Calculation Schedule |
| Date Effective | 7 February 2019 |
| Next Review Date | 5 February 2019 or where there is a Legislative change |
| Contact for queries about the Policy | HR Service Centre via phone 8313 1111 |