

Remuneration and Employment Benefits Policy



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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
Responsible Officer	Executive Director, Human Resources

Endorsed by (Academic Board or VCC)	Vice-Chancellor's Committee on 3 February 2016
Approved by	Vice-Chancellor and President 5 February 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	5 February 2019
Next Review Date	5 February 2022 or where there is a Legislative change
Contact for queries about the Policy	HR Service Centre via phone 8313 1111