



Remuneration and Employment Benefits Policy

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3. [Position Classification Review Procedure](#)
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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 Remuneration 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 	Chief Operating Officer	
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 exceeds the maximum base salary for the classification by 25%. 	Vice-Chancellor and President	For academic staff within the financial delegation of the Vice-Chancellor and President
Human Resources	Attraction/ Retention Loading	<ul style="list-style-type: none"> Approve Attraction/Retention, loading which exceeds the maximum base salary for the classification by 25%. 	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 / 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 which exceeds the maximum base salary for the classification by 25%. 	Vice-Chancellor and President	For academic staff within the financial delegation of the Vice-Chancellor and President
Human Resources	Agreed Salaries	<ul style="list-style-type: none"> Approve an agreed salary which exceeds the maximum base salary for the classification by 25%. 	Chief Operating Officer	For professional staff within the financial delegation of the COO
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 / Divisional Head	Up to 25% of maximum base salary for the classification
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 and Workplace Relations	
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 	Manager, HR Partnership & 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 exceeds the maximum base salary for the classification by 25%. 	Vice-Chancellor and President	For academic staff within the financial delegation of the Vice-Chancellor and President
Human Resources	Responsibility Loadings	<ul style="list-style-type: none"> Approve responsibility loading) which the exceeds maximum base salary for the classification by 25%. 	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 exceeds the maximum base salary for the classification by 25%. 	Vice-Chancellor and President	For academic staff within the financial delegation of the Vice-Chancellor and President
Human Resources	Loadings	<ul style="list-style-type: none"> Approve responsibility loading which exceeds the maximum base salary for the classification by 25%. 	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 which which exceeds the maximum base salary for the classification by 25%. 	Vice-Chancellor and President	For academic staff within the financial delegation of the Vice-Chancellor and President

Human Resources	Performance Bonus	<ul style="list-style-type: none"> Approve performance bonus which exceeds the maximum base salary for the classification by 25%. 	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 VCE)	Vice-Chancellor's Executive on 25 July 2022
Approved by	Vice-Chancellor and President 25 July 2022
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	25 July 2022
Next Review Date	24 July 2025 or where there is a legislative change
Contact for queries about the Policy	HR Service Centre via phone 8313 1111