

<b>Name of Policy</b>	Superannuation Policy
<b>Description of Policy</b>	This policy explains the superannuation contribution arrangements for staff members at the University.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit, etc</i> )
	<input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Policy status</b>	<input type="checkbox"/> New policy <input checked="" type="checkbox"/> Revision of existing policy

<b>Approval authority</b>	Vice-Chancellor and President
<b>Governing authority</b>	Chief Operating Officer
<b>Responsible officer</b>	Director, Human Resources

<b>Approval date</b>	8 November 2006
<b>Effective date</b>	8 November 2006
<b>Approval date of last revision</b>	11 March 2019
<b>Effective date of last revision</b>	11 March 2019
<b>Date of policy review*</b>	11 March 2022

*\*unless otherwise indicated, this policy will still apply beyond the review date*

<b>Related legislation, policies, procedures, guidelines and local protocols</b>	Australian Catholic University Staff Enterprise Agreement 2017 – 2021 Pre-Retirement Agreement Policy
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# Table of Contents

1. Purpose .....	2
2. Policy Statement .....	2
3. Application of Policy .....	2
4. Procedures.....	3
5. Revisions made to this Policy .....	5
6. Further Assistance .....	5

## 1. Purpose

This policy has been developed to inform staff members of the arrangements associated with superannuation membership and contributions at ACU. The arrangements apply to those staff who meet the legislative requirements for employer superannuation. The Australian Catholic University Staff Enterprise Agreement 2017 – 2021 (the Agreement) sets out the broad terms and conditions relating to Superannuation.

## 2. Policy Statement

The University recognises the importance of superannuation to provide financial security to staff members during their retirement. The University is committed to supporting staff plan for retirement through the provision of superannuation and to meeting its obligations under the relevant superannuation legislation.

## 3. Application of Policy

### 3.1 Superannuation Arrangements

3.1.1. The University’s superannuation provider is UniSuper.

3.1.2. The University shall, during the life of the Agreement, contribute 17% salary in respect of existing and new staff eligible to receive that level of contribution, except that:

- (i) employer superannuation contributions for casual staff and for staff engaged on an initial fixed-term contract of employment up to twelve (12) months shall be the applicable required Superannuation Guarantee rate.

3.1.3. From 11 January 2020, the University will make employer contributions to UniSuper as follows:

- (i) employer superannuation contribution of 17% for all continuing and fixed-term employees; and
- (ii) for all casual staff, compulsory employer contributions shall be the applicable required Superannuation Guarantee rate.

Employees who, at the relevant dates, are in receipt of superannuation contributions greater than the amounts listed above will continue to receive such higher contributions.

3.1.4. Superannuation membership and contribution arrangements will be maintained for those staff employed by the University prior to 10 September 1991 who are members of the following funds or their successors:

- UniSuper
- Catholic Superannuation Fund
- Catholic Superannuation and Retirement Fund
- National Catholic Superannuation Fund
- State Authorities Superannuation Scheme
- State Superannuation Fund Victoria

A staff member who is a member of a Fund other than UniSuper may, subject to the relevant Trust Deed, resign from that Fund and become a member of UniSuper.

### 3.2. Minimum Superannuation Guarantee Contributions

Superannuation Guarantee legislation provides for superannuation payments once wages reach a minimum of \$450 in a calendar month.

The University will pay superannuation for Ordinary Time Earnings under this minimum where staff are employed under the Agreement and receive superannuation at the statutory Superannuation Guarantee rate.

## 4. Procedures

### 4.1 Flexibility Arrangements

The management of Superannuation arrangements includes the University exercising its options under the terms of its participation in UniSuper for the 10% flexibility, in coverage and/or contribution level.

### 4.2 Voluntary Contributions

4.2.1 In addition to any compulsory contributions required by the superannuation fund, the University will allow continuing and fixed term staff members to contribute additional voluntary payments via the University payroll. Voluntary contributions under this clause will only be permitted to be made to the same fund to which the compulsory contributions are being made (and/or UniSuper) and are subject to the conditions of that fund.

4.2.2 Additional voluntary contributions can be made from after tax salary or from pre-tax salary as specified by clause 4.3.

4.2.3 Casual staff will be permitted to make voluntary contributions in the following circumstances:

- where permitted by UniSuper, and,
- where the staff member is eligible for an employer contribution, and,
- where the staff member is receiving regular payment over multiple fortnights.

Such payments will be in accordance with the rules of UniSuper.

- 4.2.4 Eligible staff members may elect to receive less than 17% employer superannuation contributions to the extent permitted by the UniSuper Trust Deed, provided always that the combined amount of the staff member's salary and other payments and employer superannuation contributions is not thereby diminished. When being provided with this option, the staff member (or prospective staff member) will be provided with the option of receiving 17% employer contributions.
- 4.2.5 In circumstances where a Superannuation Fund does not accept employer contributions, the University will make equivalent contributions in the form of the payment of additional monies to the staff member/s.

### 4.3 Pre-Tax Superannuation Contributions

- 4.3.1 The University will facilitate pre-tax superannuation contributions where permitted by the fund. At a staff member's election in writing, their gross salary may be reduced by the amount necessary to enable pre-tax member contributions to be deducted and paid to the fund by the University on behalf of that staff member.
- 4.3.2 The amount to be deducted from gross salary will be the employee's pre-tax contribution, in accordance with the rules of the fund, and the appropriate fund tax payable on the contribution.
- 4.3.3 The benefit salary of the staff member will be unchanged for superannuation purposes and will be based on gross salary before deductions for pre-tax member contributions as set out in clauses 4.3.1 and 4.3.2 above.
- 4.3.4 In the event of changes in legislation relating to superannuation, or taxation, or to the Trust Deed of a fund, which impact on section 4.3 the University may cease the operation of this section and advise staff.

### 4.4 Pre-Retirement Agreements

- 4.4.1 The University, in line with its Pre-Retirement Agreement Policy, may offer a range of employment options to staff that may impact on their superannuation.
- 4.4.2 Consistent with the University's Pre-Retirement Agreement Policy, the University will maintain full superannuation employer contributions.
- 4.4.3 The University will, where possible, facilitate superannuation fund requirements relating to staff electing the option of a Superannuation Retirement Benefit where this option is available to members.

## 4.5 Leave on Reduced Pay

- 4.5.1 If a staff member is granted a period of leave on half pay, the staff member may elect to contribute 50 percent of their normal superannuation contributions, with the University's contribution being equivalently adjusted, or the staff member may elect to pay their full contribution and top up the University contribution from 50 percent to the full level of their normal conditions.
- 4.5.2 If a staff member is granted a period of approved leave without pay, superannuation conditions automatically cease being paid by both the staff member and the University. However, the staff member may elect to pay their full contributions, as well as the University contributions, to the full level of their normal contributions. Upon request by the staff member, calculations for the full superannuation contributions can be provided by the Senior HR Officer (Super & Salary Packaging). The payment of these contributions would need to be made directly to UniSuper by the ACU staff member.

Staff members electing to avail themselves of the superannuation options described in this policy should complete the relevant form available on the HR website and submit their request to Human Resources via [Service Central](#).

## 5. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
11 March 2019	Major	Updated to incorporate the provisions of the Australian Catholic University Staff Enterprise Agreement 2017 – 2021.
11 March 2019	Editorial	Updated to incorporate new ACU branding and updated policy template as per the ACU Policy Development and Review Policy and Service Central link for further assistance.

## 6. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of leave arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).