

Name of Policy	Senior Executive, Executive and Senior Management Remuneration and Position Title Policy
Description of Policy	This policy establishes a framework for the remuneration of Senior Executive, Executive and Senior Management as defined.
Policy applies to	<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
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	January 2013
Effective Date	January 2013
Date of Last Revision	31 January 2019
Effective Date of Last Revision	31 January 2019
Date of Policy Review*	31 January 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related legislation, policies, procedures, guidelines and local protocols	Senior Executive, Executive and Senior Management Leave and Associated Arrangements Policy Employee Records Privacy Policy
--	---

Table of Contents

1. Background Information.....	3
2. Policy Statement.....	3
3. Policy Purpose.....	3
4. Application of Policy.....	3
4.1 Eligibility	3
4.2 Base Salary of New/Renewed Staff	3
4.3 Base Salary.....	4
4.4 At-Risk Payment	5
4.5 Annual Performance Review and Plan.....	6
4.6 At-Risk (Bonus) Payment Eligibility	6
4.7 Transitional Arrangements	7
4.8 Position Titles.....	7
5. Roles and Responsibilities.....	8
5.1 Approvals	8
5.2 Confidentiality.....	8
6. Revisions made to this Policy	9
7. Further Assistance.....	9

1. Background Information

The Senior Executive, Executive and Senior Management Remuneration and Position Title Policy has been developed to assist the University attract and retain high performing staff with remuneration arrangements that are market competitive for the higher education sector, contemporary and flexible.

2. Policy Statement

This Policy is based on a transparent, market aligned and competitive, structured yet flexible approach to Senior Executive, Executive and Senior Management remuneration, including base salary components, an at-risk (bonus) payment and the review and approval of position titles.

3. Policy Purpose

This Policy is applicable to the Senior Executive, Executive and Senior Management and outlines the general conditions relevant to the fixing and payment of base salary, the at-risk (bonus) payment and position titles.

4. Application of Policy

4.1 Eligibility

This policy applies to staff employed by the University under either an Executive Employment Agreement or a Senior Management Employment Agreement.

4.2 Base Salary of New/Renewed Staff

The base salary offered to new/renewed staff will be determined and negotiated considering a range of interacting factors, including but not limited to:

- Internal relativities with respect to similar or same roles and/or job families;
- Job evaluation;
- External relativities and market salary data;
- Current remuneration of preferred candidate;
- Additional benefits, monetary and non-monetary;
- Other salary components of the remuneration package; and
- Organisational Unit financial considerations and constraints.

4.3 Base Salary

Base salary and total remuneration of staff will be reviewed annually in October. A report will be prepared by the Director, Human Resources, in discussion with the Chief Operating Officer and presented to the Vice-Chancellor and President for approval. The quantum of the annual adjustment to the base salary will be determined centrally and approved by the Vice-Chancellor and President, in consultation with the Chancellor and reported to the Senate Standing and Finance Committee.

The quantum of the annual adjustment is informed by data that may include, but is not limited to the:

- i. most recent and immediately forthcoming enterprise bargaining increases for other ACU staff;
- ii. Mercer Remuneration Forecasts, which reports remuneration forecasts across the education and research industry; and across the general market (i.e. across all industries nationally);
- iii. Mercer University Remuneration Review which reports on 'same incumbent' remuneration movements for the previous 12 months, providing an indication of actual remuneration increases received;
- iv. most recent annual Wage Price Index (WPI); and
- v. Vice-Chancellor and President's percentage salary increase as determined by the Senate.

As a result of the annual review, the University may identify position(s) that have significantly shifted in the market and that a salary increase beyond the quantum is required. In these cases the University will consider a:

- i. permanent base salary increase; or
- ii. temporary market allowance adjustment to be reviewed at a future specified time, normally 12 months.

Any adjustments to base salary or additional quantum increase adjustment will normally be effective the first full pay period on or after 1 November.

Where a change management process occurs, the base salary for new or changed staff positions defined in this policy will be considered using the factors and approval process outlined in Sections 4.2 and 4.3.

4.4 At-Risk Payment

The at-risk payment is focused on staff aligning their efforts, behaviours and work outcomes with ACU's strategic and operational goals to be achieved each year. Payment is made based on the achievement of a common set of organisational objectives set annually, thus recognising a team approach, cooperative efforts and achievements, and the staff member's participation in an annual Performance Review and Planning (PRP) discussion.

An annual at-risk (bonus) payment based on a percentage of base salary will be provided for in the contracts of all staff employed under an Executive Employment Agreement.

The "Senior Executive" will be eligible for an at-risk (bonus) payment of up to 20% of base salary.

The "Executive" will be eligible for an at-risk (bonus) payment of up to 10% of base salary.

The at-risk payment is superannuable and the University will pay a superannuation guarantee charge.

A report will be prepared by Human Resources based on the December Traffic Light Report as a source report on assessment of the achievement against the common set of organisational objectives.

The at-risk payment is determined centrally and approved by the Vice-Chancellor and President in consultation with the Chancellor and reporting to the Senate Standing and Finance Committee.

The result may be less than 100% achievement of the organisational performance objectives. The proportion of the potential at-risk (bonus) payment payable to staff is based on this determination, and the same proportion of payment is applied to all staff.

The at-risk payment will normally be made each year in April, for the previous calendar year (January to December).

4.5 Annual Performance Review and Plan

The purpose of the at-risk payment is to establish linkages between the ACU Strategic Plan 2015 - 2020, relevant business drivers and individual PRP.

The at-risk payment to an individual staff member is contingent on active participation in the annual PRP during the period of January to March each year.

The individual staff member's Key Performance Indicators for the forthcoming calendar year should take into account the determined organisational performance objectives for that year.

4.6 At-Risk (Bonus) Payment Eligibility

At-risk (bonus) payment is in recognition of the contribution the staff member has made to the achievement of the determined organisational performance objectives for the period they undertake work at ACU.

Where a staff member:

- i. has worked only a proportion of the previous calendar year, provided they have worked in excess of three (3) calendar months they will normally receive a pro-rata amount based on the completed period of employment and the completion of an Executive and Senior Management PRP; or
- ii. has worked less than three (3) calendar months service of the previous calendar year, they will be ineligible for an at-risk payment.

A staff member working in an acting capacity in a Senior Executive or Executive position may be eligible for payment of an at-risk (bonus) payment for the acting period if it is in excess of three (3) months, and if they have participated in the PRP process. (If they do not have an at-risk (bonus) payment applicable to their substantive position, the applicable percentage will be 5%).

Where a staff member works in an acting capacity for a period in excess of three (3) calendar months, the at-risk payment will be calculated on their annualised salary for that year and using the at-risk percentage applicable to their substantive position.

Periods counted as not working include:

- time not in employment with ACU;
- time on paid leave for periods in excess of three (3) months;
- any time on unpaid leave; and,

- any period of absence from work, paid or unpaid, related to misconduct.

4.7 Transitional Arrangements

All staff currently employed under a “Senior Staff Employment Agreement” will maintain the terms and conditions of their “Senior Staff Employment Agreement” to the end date of their employment agreement. Any new Offer of Employment will be under either an Executive Employment Agreement, a Senior Management Employment Agreement or under the provisions of the ACU Staff Enterprise Agreement.

The following table outlines the relevant agreement that would apply:

Position Title	Descriptor	Employment Coverage
Deputy Vice-Chancellors	Senior Executive	Executive Employment Agreement
Associate Vice-Chancellors Chair, Academic Board Deputy Chief Operating Officer Deputy Provost Directorate Directors Executive Deans Executive Directors Pro-Vice-Chancellors Research Institute Directors	Executive	Executive Employment Agreement
Campus Deans Director PM Glynn Institute Directorate Associate Directors Directors (without Directorates)	Senior Management	Senior Management Employment Agreement
Dean La Salle Academy for Religious Education Dean, Thomas More Law School National Heads of School	Senior Management	ACU Staff Enterprise Agreement
Research Heads of Centres Research Institute Senior Managers Senior/National/Portfolio Managers	Management	ACU Staff Enterprise Agreement

Where a staff member transfers to a contract of employment under the ACU Staff Enterprise Agreement and the position duties are the same, the affected staff member’s total remuneration will not be affected.

4.8 Position Titles

To manage the use of Executive and Senior Management position titles across the University’s organisational structure position titles will be determined and negotiated considering a range of factors including but not limited to:

- Internal University consistency;

- Scope, responsibilities and nature of work consistent with proposed title;
- Market attraction;
- Aligned and benchmarked to the external market.

The above factors will be used in the consideration of position titles, arising from change management, new or changed positions that are evaluated, contract renewal or direct appointment.

Changes to position titles are recommended by the relevant Senior Executive, in consultation with the Director, Human Resources, to the Senior Executive Group for the approval of the Vice- Chancellor and President.

5. Roles and Responsibilities

5.1 Approvals

Nothing within this Policy negates the flexibility to respond quickly to high risk organisational need in terms of salary reviews to retain high performing staff in job critical roles.

The Vice-Chancellor and President has final approval of the remuneration packages for staff outside the normal application of this policy, following consultation with the Chief Operating Officer.

5.2 Confidentiality

The confidentiality of employment agreements and associated remuneration is treated seriously by the University. Discussions of remuneration will normally only occur between the staff member, their nominated supervisor and Human Resources.

It is recognised that salary information is required for financial and budgetary requirements, and staff who, as a normal part of their duties, need to have access to such information, must treat such information with confidentiality and consistent with the [Employee Records Privacy Policy](#).

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
30 March 2017	Major	Policy revised to reflect the University's updated Management Levels.
31 January 2019	Editorial	<ul style="list-style-type: none">• Removal of references to Senior Management staff relating to at-risk bonus payments.• Update reference of "ACU Strategic Plan" title to "ACU Strategic Plan 2015 – 2020" as per ACU Staff Enterprise Agreement 2017 – 2021.• New ACU branding and policy template.• HR contact details now include Service Central.

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to the Director, Human Resources.

7. Further Assistance

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